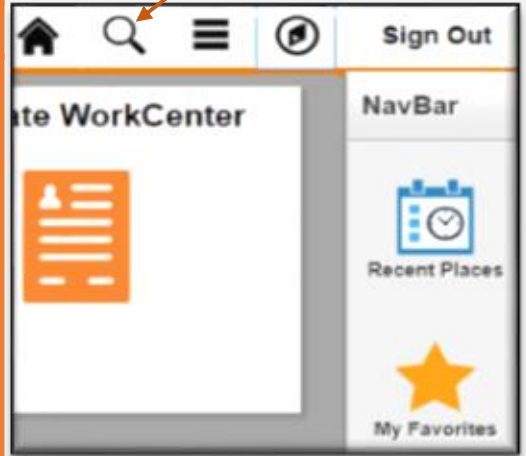# Quick Reference Card (QRC)

Global Search and Favorites in Campus Solutions/HCM 9.2
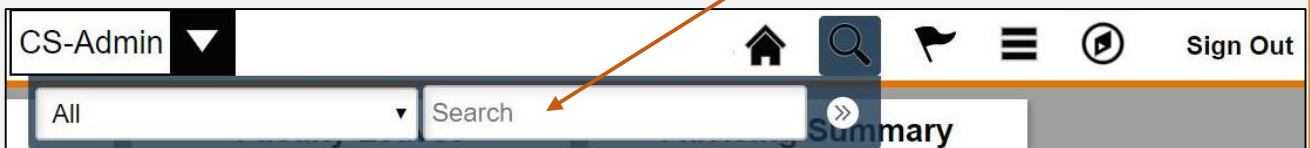
Global Search

Log in to Campus Solutions/HCM
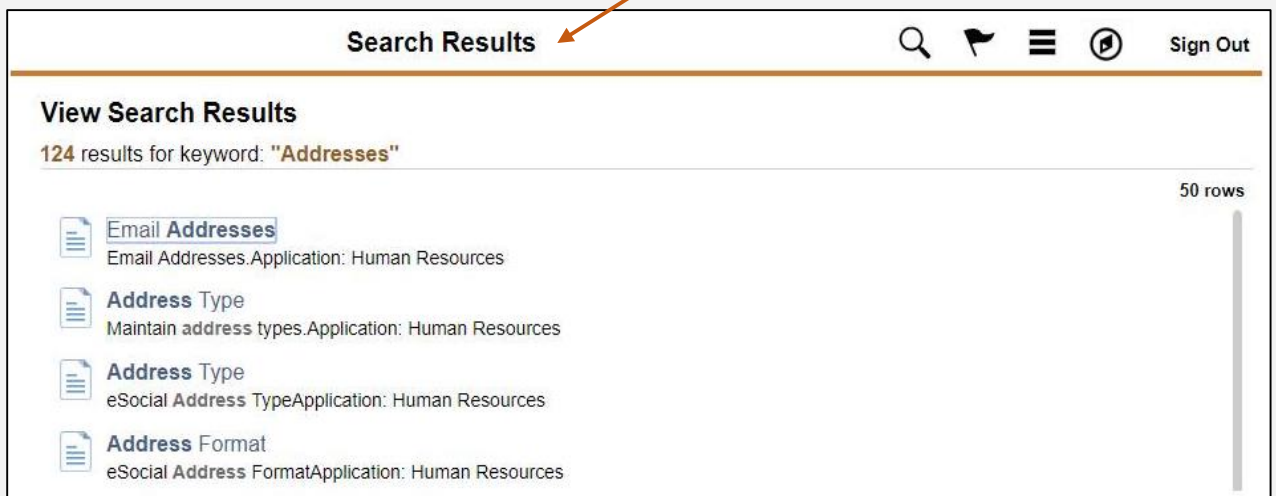
Click on the **Search icon** on upper right corner

The search box opens

Search results after entering "Address" in the Search field

Search Results

View Search Results

124 results for keyword: **"Addresses"**

50 rows

Email **Addresses**
Email Addresses.Application: Human Resources

Address Type
Maintain address types.Application: Human Resources

Address Type
eSocial Address TypeApplication: Human Resources

Address Format
eSocial Address FormatApplication: Human Resources

Quick Reference Card (QRC)

Global Search and Favorites in Campus Solutions/HCM 9.2

Adding a Favorite

Log in to Campus Solutions/HCM

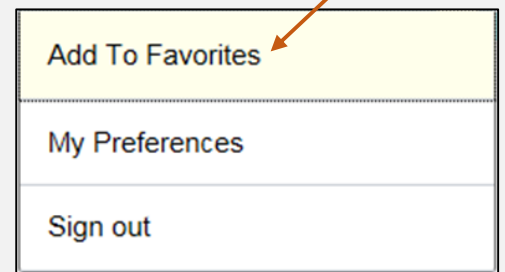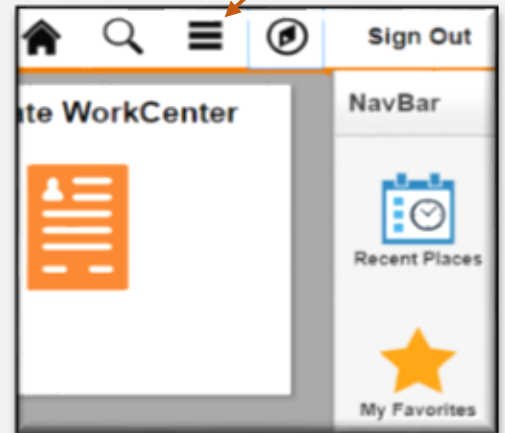Navigate to the page you wish to add to your Favorites

Click on the **Actions icon** on upper right corner

Click on **Add to Favorites**

The Add to Favorites box (see below) will display with a default description. If you click okay it will add the page to your favorites list.

The new Favorite page will now appear under "My Favorites" in the NavBar

• Bulleted item 3

The **default description** for the page displays and can be changed if you prefer

Quick Reference Card (QRC)

Global Search and Favorites in Campus Solutions/HCM 9.2

Using your favorites

Log in to Campus Solutions/HCM

Click on the **NavBar icon** in the upper right corner of your Landing Page

The NavBar includes the My Favorites icon

Clicking on the **My Favorites** icon will take you to a list of your favorites. You can also edit your favorites here by clicking 'Edit Favorites'

Change description here

Explanatory Text

Edit Favorites

Click the Save button after editing or deleting favorites.

▼ Favorites Personalize	Find	🔲	🖫	First ◀ 1-2 of 2 ▶ Last	
*Favorite	Sequence number	
Addresses	0	−
Query Manager	0	−

Change the sequence of your favorites by renumbering

Clicking the minus will delete your favorite