

Follow the steps below to learn how to create favorites (short cuts) to your most used BEAR TRAX pages. In the example below, we'll go through the steps to create a favorite to Search for Payslips.

If you don't already know where to search for your payslips, follow the link below for step by step instructions.

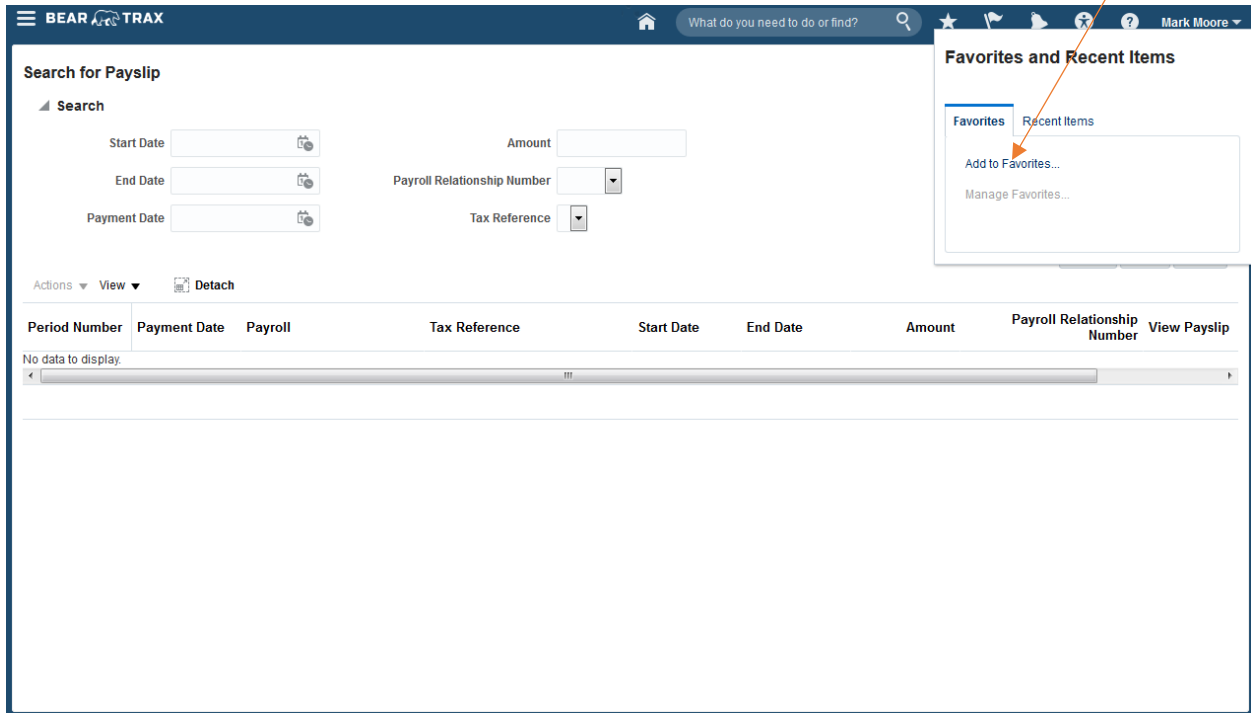
http://www.shawnee.edu/BearTrax/Training/media/presentations/Pay_Info_View_Payroll_Information_JA_FINAL.pdf

Following the instructions from above, you will be directed to the Search for PaySlip page that looks like the one below.

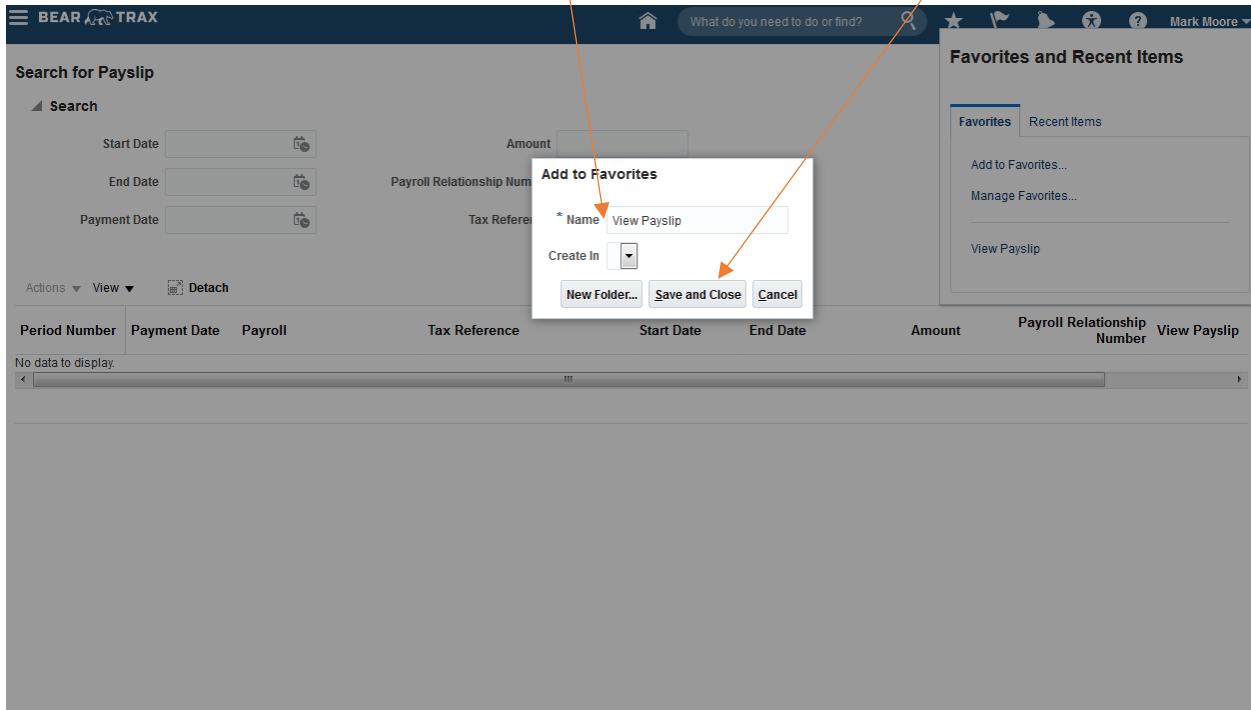
The screenshot shows the BEAR TRAX interface. At the top, there is a navigation bar with the BEAR TRAX logo, a search bar, and a user profile for Mark Moore. Below the navigation bar, the main content area is titled "Search for Payslip". It contains a search form with the following fields: Start Date, End Date, Payment Date, Amount, Payroll Relationship Number, and Tax Reference. There are also buttons for "Advanced", "Saved Search", "Payslip Search", "Search", "Reset", and "Save...". Below the search form is a table with the following columns: Period Number, Payment Date, Payroll, Tax Reference, Start Date, End Date, Amount, Payroll Relationship Number, and View Payslip. The table currently displays "No data to display". Two orange arrows point from the text above to the search form and the Favorites/Recent Items button (star icon) in the top navigation bar.

Click on the Favorites and Recent Items button represented by the STAR symbol at the top of your BEAR TRAX screen.

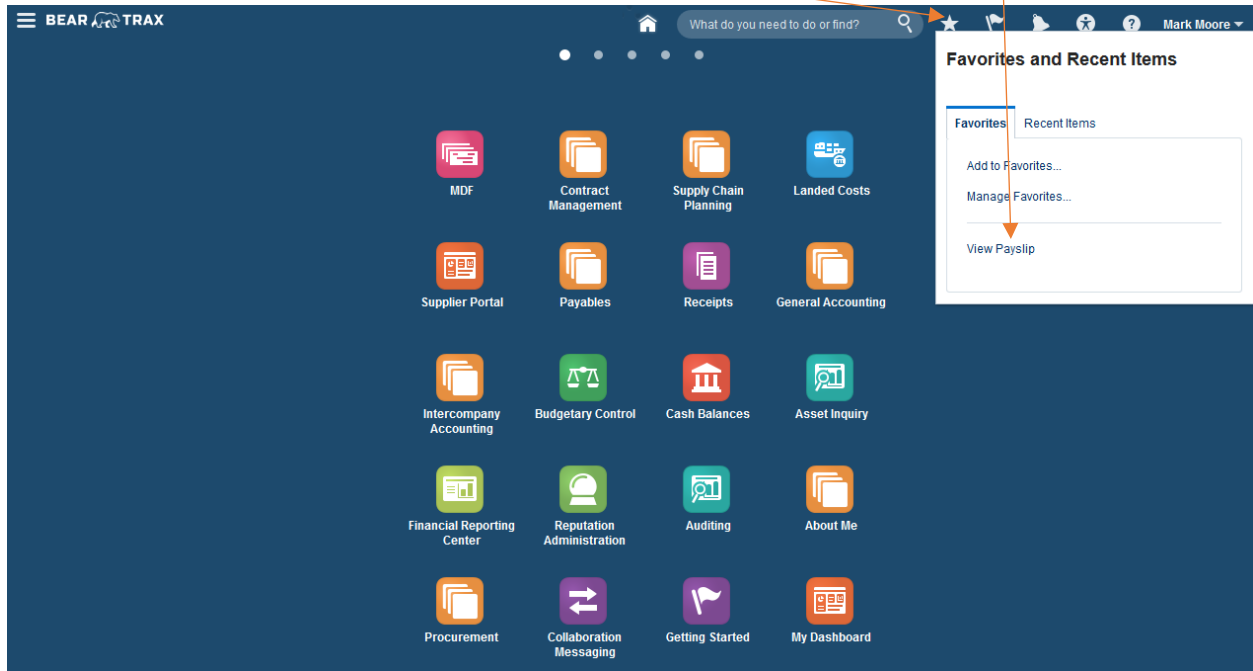
Once you've clicked the STAR symbol, a pop up box will appear as shown below. Click Add to Favorites.



A new pop up box will appear with a suggested name of View Payslip. Click Save and close.



Now that you have created a favorite to the Search for Payslip page you can get there quickly by clicking on the Favorites STAR icon at the top of your BEAR TRAX Page and selecting View Payslip.



You can follow these same basic steps to create Favorites to other BEAR TRAX pages you frequently use.