Human Resources Division





Adding Actions to your Web Kiosk Favourites

- 1. Log in to <u>Web Kiosk</u>
- Using the Home menu click on the menu you would like to go to
 a. Example; Home My Pay

UNIVERSITY OF WOLLONGONO	;	
🕋 Home		
Leave		
Training		
My Pay	*	
	No data to display	
	Favourites	
	No data to display	

- 3. In the top right hand corner of the action tile click on the Favourite Star
- **4.** This will add the action to your favourites on the home screen. Active Favourites have a solid star, with other action tiles having an outlined star.



5. To remove a Favourite, click on the solid star in the corner of the action tile and it will disappear from the Home Screen.