Quick Links

On your homepage choose "News" section and click on "Quick Links":



Now you see "Favorites" tab, where are links that are used often. For extension this tab click on "Available":

Quick Links		
Favorites Available		
★ Org Chart	★ Position Org Chart	
★ Company Structure Overview	🛨 Pending Requests	
🛨 HR Pending Hires	🛨 myFoxconn	
🛨 Directory		

Now you can choose links which you would like to add to your "Favorites" folder. You simply click on star symbol next to the link:



Then the star symbol turn yellow. This will let you know that the link has been added to the "Favorites" tab.



Good job! The link is now in your "Favorites" folder.

Quick Links	
Favorites Available	
★ Org Chart	🛧 Position Org Chart
🛨 Company Structure Overview	★ Pending Requests
★ HR Pending Hires	🛨 myFoxconn
★ Directory	🛧 My Learning

TIP: To remove a link from the "Favorites" tab, click the star symbol again.