

# Creating 'My List' At-a-Glance

The screenshot shows the Oracle E-Business Suite login page. On the left, the 'Welcome to Oracle E-Business Suite' section has a 'Username' field (1) and a 'Password' field (2). On the right, the 'Applications' list includes 'Supervisor Self Service' (3). Below this, the 'Manager Actions: People in Hierarchy' section has a 'Name' field (4) and a 'Go' button. The 'Search Results' table (5) shows a table with columns: Select Name, Department, Job, Assignment, Email Number, and Action Details. The table contains one row for 'Ima Student376 ITS-Administration P&S.Manager II.3202 6974'. A 'Select Item(s) and ...' section (6) has a check box next to the name. An 'Add To My List' button (7) is visible. The 'Select Item(s) and ...' section (8) has a 'Remove' button.

<p>1 Enter My UNiverse, click Access MEMFIS Applications Login with Username and Password</p>	<p>5 Type the Last Name of the employee you wish to add or leave name field blank (all available to you will display) Click Go</p>
<p>2 Select Manager Self Service, Supervisor Self Service, Timecard Manager or Timecard Reviewer</p>	<p>6 Put a check in the box next to the name(s) to be added</p>
<p>3 Click on Manager Actions</p>	<p>7 Click Add To My List. To add additional names, repeat steps 5, 6, &amp; 7</p>
<p>4 To personalize your view, click the link My List. Click Go</p>	<p>8 To Remove a person from My List, place a check in the box next to the name and click the Remove button</p>