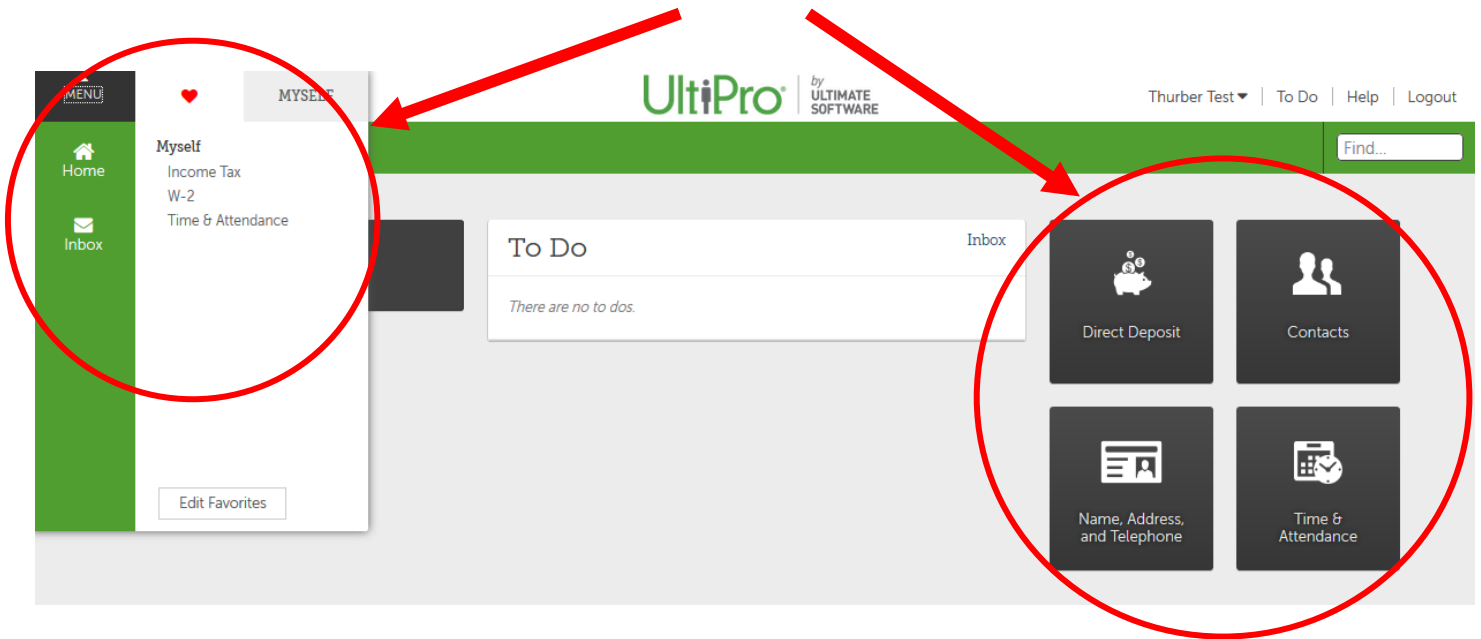# How to Customize your Experience

There are two ways every user can customize their experience in UltiPro. One is through the Favorites icon under the Menu. The other is the 4 QuickLink tiles on the Dashboard. This guide will walk you through customizing both.
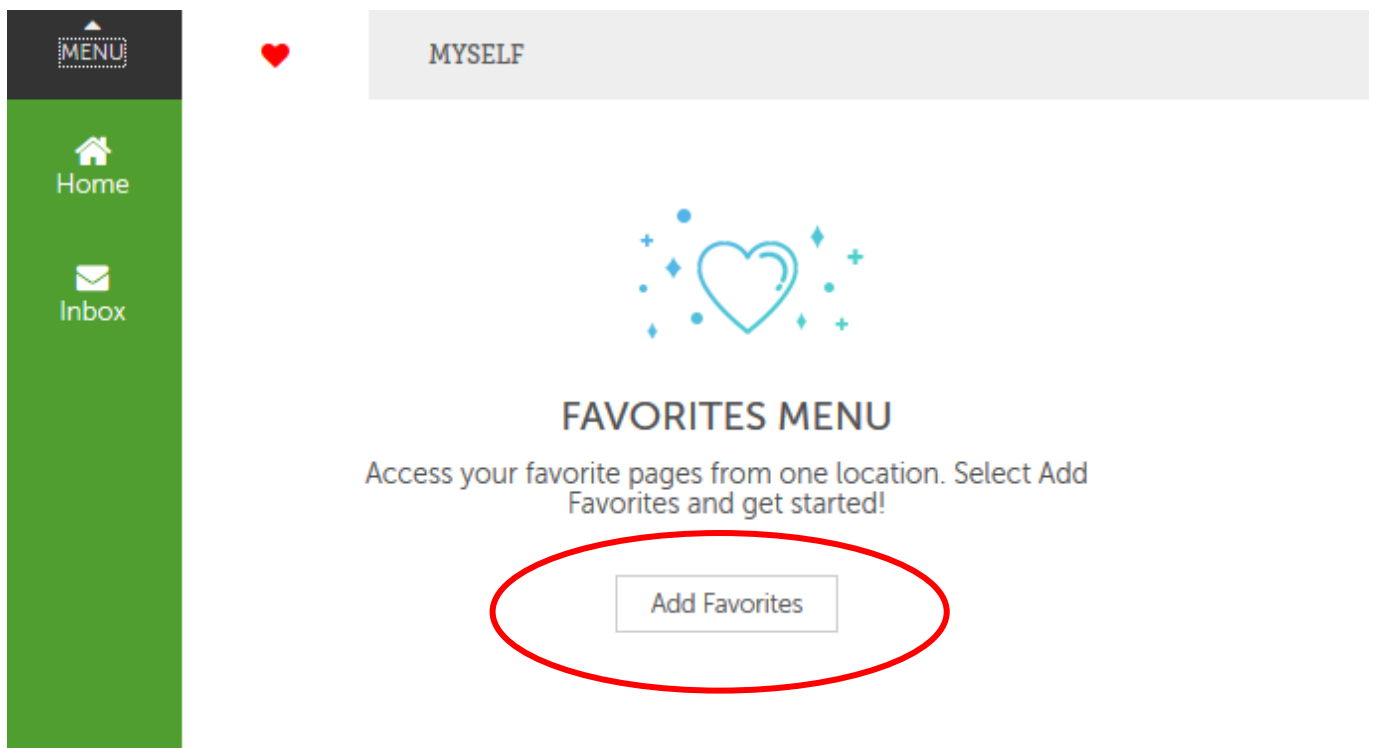
How to add Favorites

1) Login to UltiPro through My.Redlands or through http://uredlands.ultipro.com

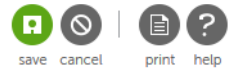2) Click on to the "Menu" icon in the upper left corner
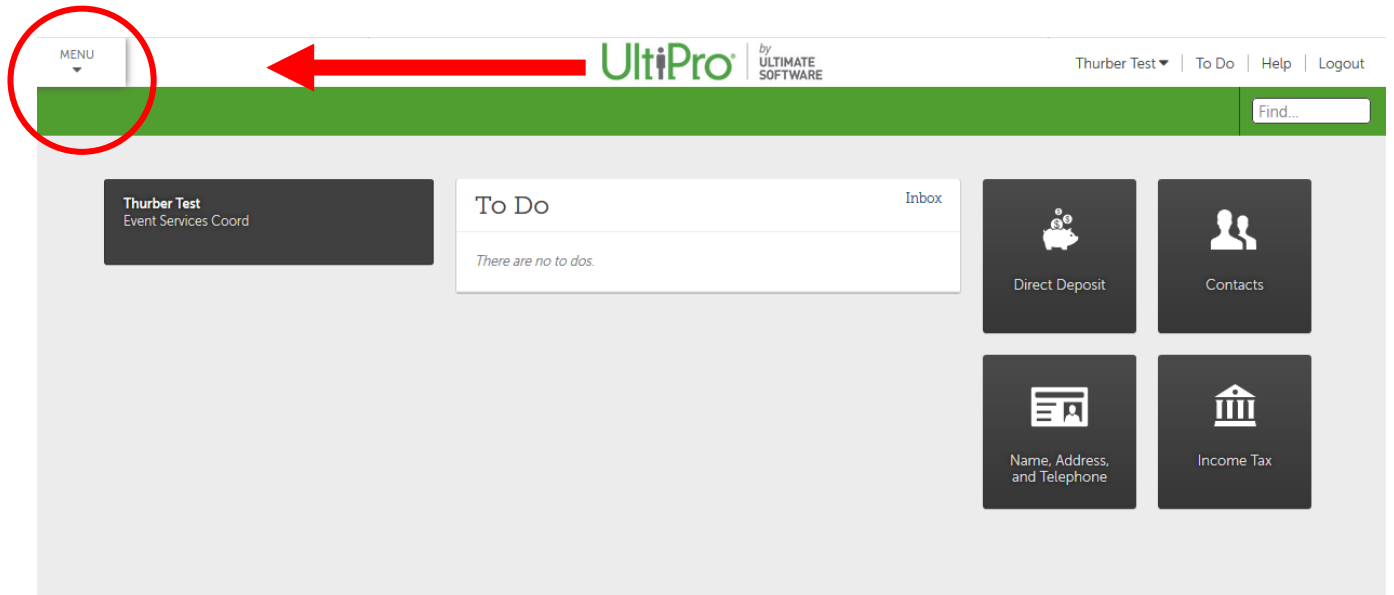
3) Click on the button under the heart icon ♥ to "Add Favorites"

4) Select which options you want to appear under your Favorites by clicking on the check box

Edit Favorites

save cancel | print help

Enable Favorites Menu   ON

Always open to Favorites when using the navigation menu   ⦿ Yes   ○ No

Select your favorites (0/40 selected)

Select up to 40 links you would like to see in your favorites menu.

MYSELF (0 selected)

Personal
- ☐ Employee Summary
- ☐ Name, Address, and Telephone
- ☐ Status/Key Dates
- ☐ Contacts
- ☐ Emergency Contacts
- ☐ Property
- ☐ Private Info
- ☐ Identification Documents
- ☐ Other Personal Info

My Company
- ☐ Company Info
- ☐ Electronic Forms
- ☐ Employee Directory
- ☐ View Opportunities
- ☐ UltimateSoftware.com

Jobs
- ☐ Job Summary
- ☐ Compensation
- ☐ Job History
- ☐ Reviews
- ☐ Other Company Info

Pay
- ☐ Current Pay Statement
- ☐ Pay History
- ☐ YTD Summary
- ☐ Total Compensation
- ☐ Third Party Pay
- ☐ Direct Deposit
- ☐ Income Tax
- ☐ W-2
- ☐ Model My Pay

- ☐ Time & Attendance

Benefits
- ☐ Benefits Summary
- ☐ Beneficiaries/Dependents
- ☐ Investments
- ☐ PTO Plans
- ☐ COBRA
- ☐ Health Care Eligibility
- ☐ 1095-C
- ☐ Links

- ☐ **Open Enrollment**

Life Events
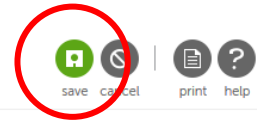- ☐ Life Events

Documents
- ☐ Employee Documents
- ☐ Document Acknowledgment

HR Recommends the following favorites
- Time & Attendance
- Income Tax (to change your paycheck withholdings)
- W-2 (to access your W-2 and go paperless)

5) Click Save

Edit Favorites

save cancel print help

Enable Favorites Menu `ON`

Always open to Favorites when using the navigation menu ⦿ Yes ○ No

Select your favorites (0/40 selected)
Select up to 40 links you would like to see in your favorites menu.

MYSELF (0 selected) ⌃

Personal
- ☐ Employee Summary
- ☐ Name, Address, and Telephone
- ☐ Status/Key Dates
- ☐ Contacts
- ☐ Emergency Contacts
- ☐ Property
- ☐ Private Info
- ☐ Identification Documents
- ☐ Other Personal Info

My Company
- ☐ Company Info
- ☐ Electronic Forms
- ☐ Employee Directory
- ☐ View Opportunities
- ☐ UltimateSoftware.com

Jobs
- ☐ Job Summary
- ☐ Compensation
- ☐ Job History
- ☐ Reviews
- ☐ Other Company Info

Pay
- ☐ Current Pay Statement
- ☐ Pay History
- ☐ YTD Summary
- ☐ Total Compensation
- ☐ Third Party Pay
- ☐ Direct Deposit
- ☐ Income Tax
- ☐ W-2
- ☐ Model My Pay

☐ **Time & Attendance**

Benefits
- ☐ Benefits Summary
- ☐ Beneficiaries/Dependents
- ☐ Investments
- ☐ PTO Plans
- ☐ COBRA
- ☐ Health Care Eligibility
- ☐ 1095-C
- ☐ Links

☐ **Open Enrollment**

Life Events
- ☐ Life Events

Documents
- ☐ Employee Documents
- ☐ Document Acknowledgment

6) When done, you will be presented with the following screen.
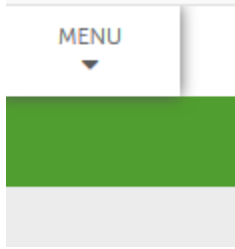
Edit Favorites

Enable Favorites Menu `ON`

Always open to Favorites when using the navigation menu ⦿ Yes ○ No
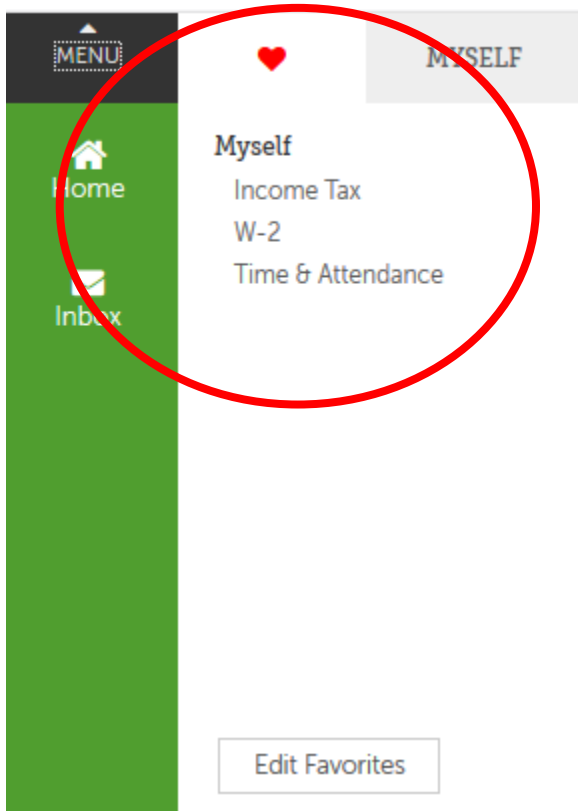
Your favorites

MYSELF
Income Tax
W-2
Time & Attendance
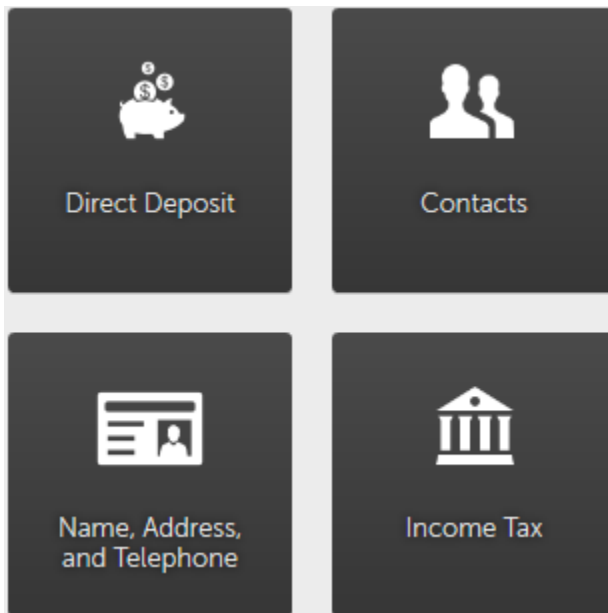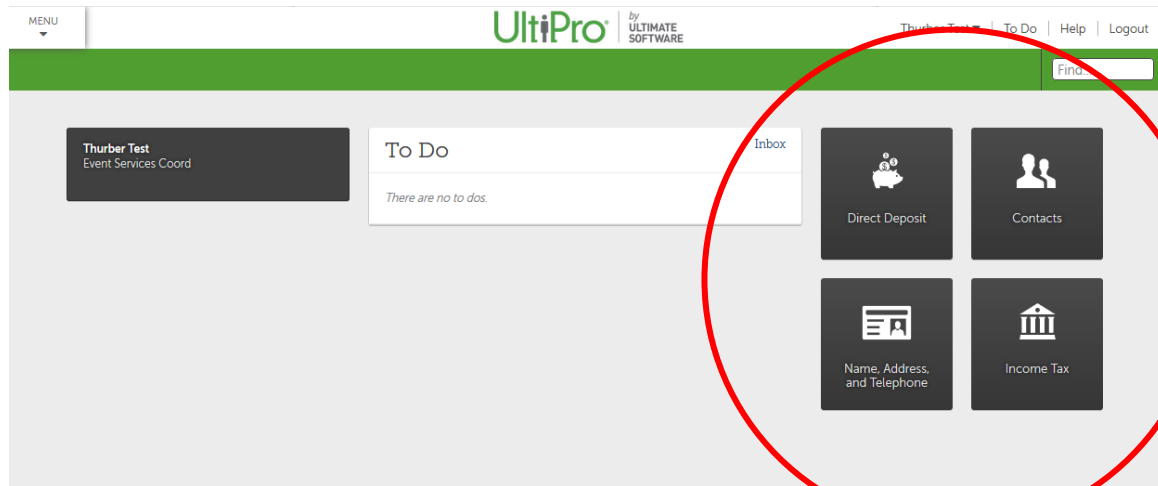
7) Navigate to and click on the "Menu" icon

8) You will now see the expanded menu with your newly added Favorites

How to Update QuickLinks on the Dashboard

1) Login to UltiPro through My.Redlands or through http://uredlands.ultipro.com

2) On your dashboard, you will see 4 customizable tiles. The four shown below are the defaults for all users.

3) To change one of these QuickLink tiles, simply hover over the tile until you get a white "X" and click on the "X"
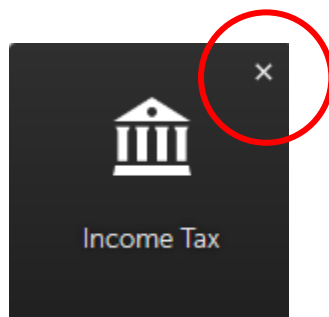
4) You should see the selected box disappear and a blank box with a plus sign ✚ appear
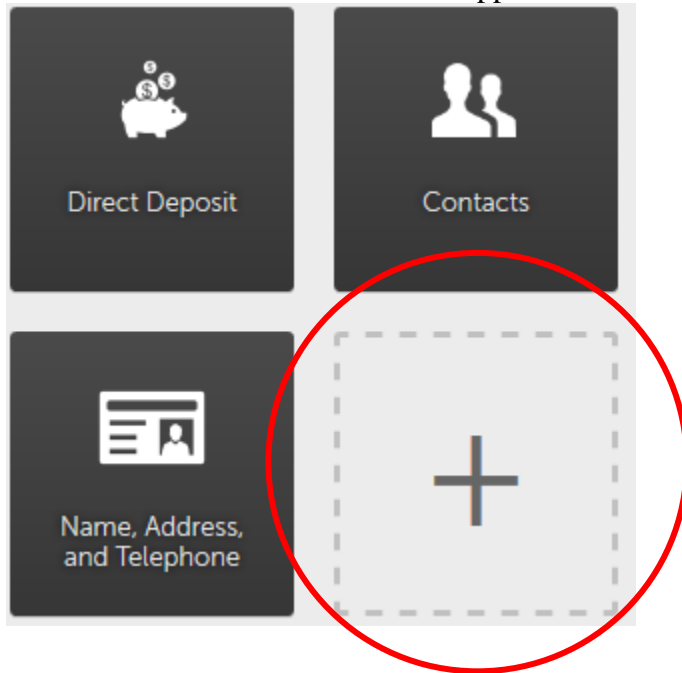
5) Click on the plus sign ✚ and you will be presented with the following screen
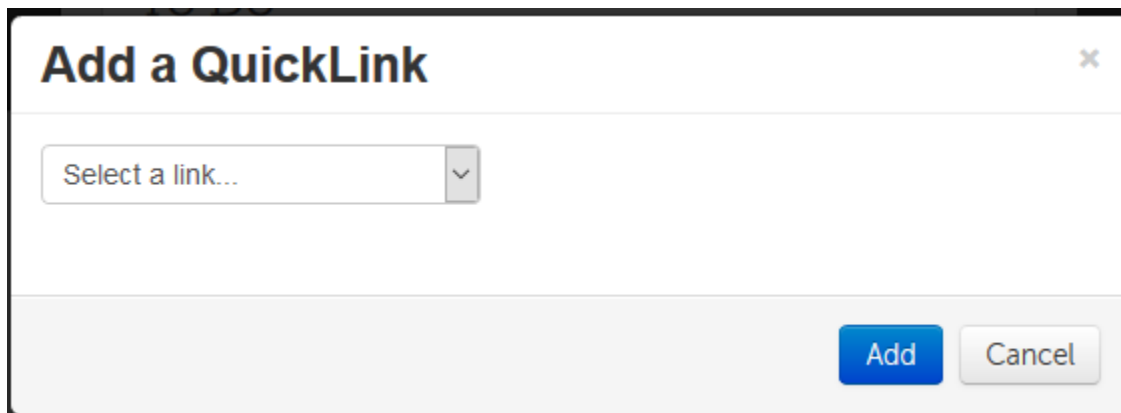
6) Select a link from the drop down menu and click "Add"
   ** Note: Your menu options will vary based on your permissions
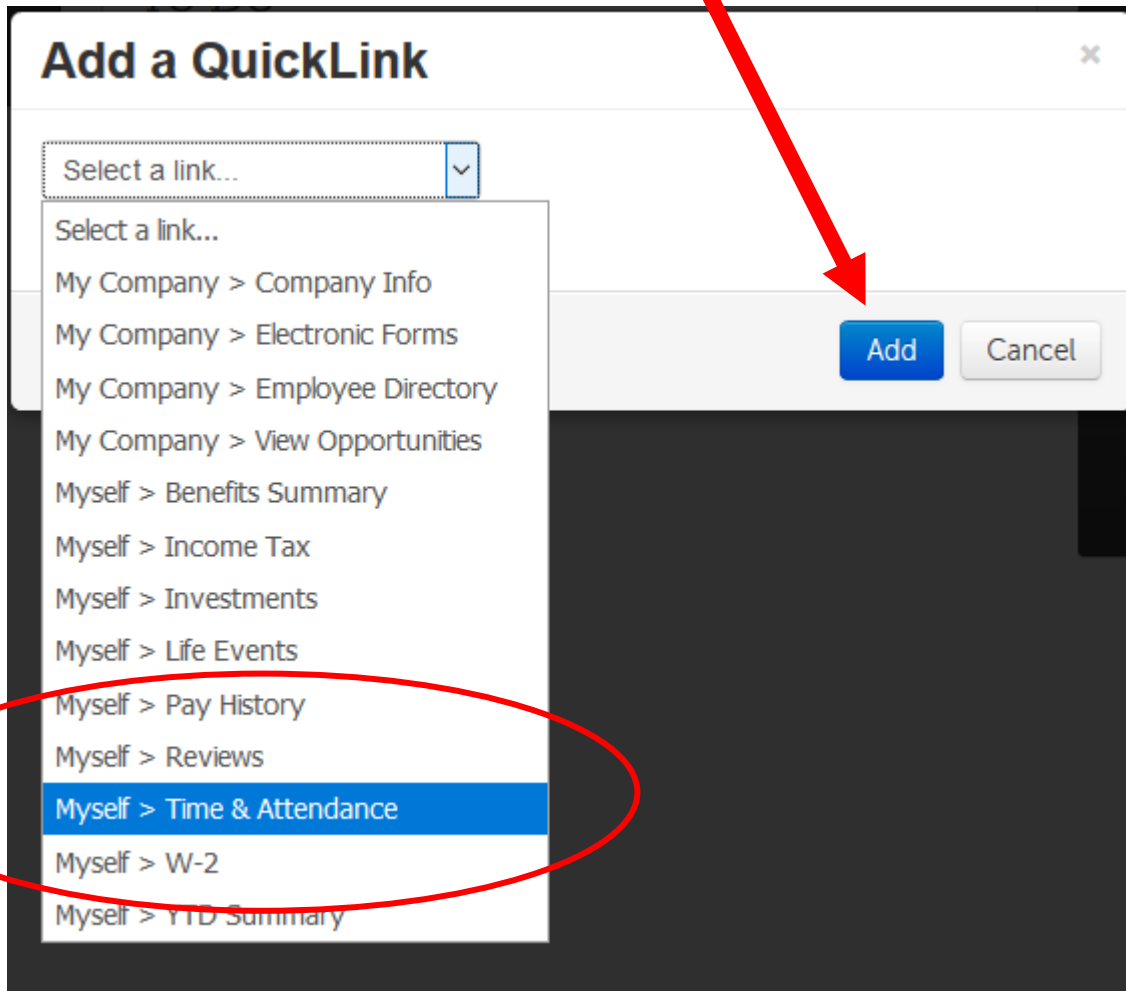
7) You should now see the QuickLink tile changed to reflect your selection