Understanding Homepages and Tiles

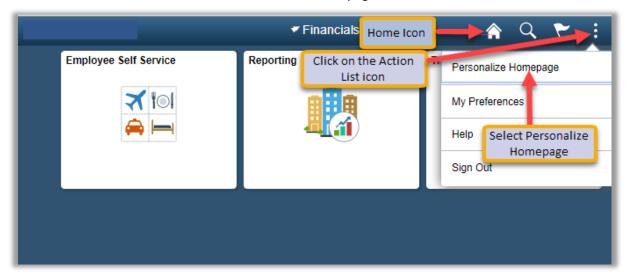
The Fluid Homepages appears when you log in to the Finance system. Homepages consist of a collection of tiles that show information to the end-user, and provide an easy way to navigate around the system. Homepages can be organized with tile content appropriate for your specific role(s). **Note:** The system imposes a limit of 10 user-defined homepages.

Tiles provide a new navigational and informational structure and they allow users a quick way to perform routine tasks. Tiles give users direct access to targeted transactions.

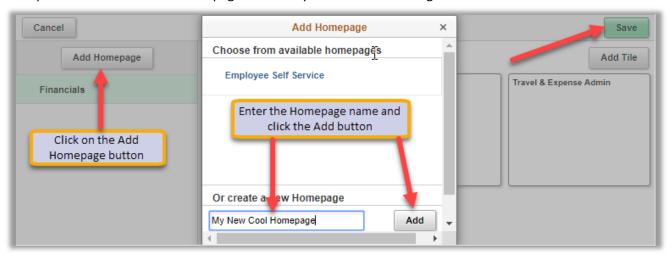
Creating Your Own Homepage

A Homepage is a collection of tiles often grouped together for related work tasks.

- 1. Navigate to any fluid homepage or click the Home icon.
- 2. Click on the Actions List icon and select Personalize Homepage from the menu.



- 3. From the Personalize Homepage screen, click on the Add Homepage button from the side bar on the left. The Add Homepage popup window is displayed.
- 4. In the Add New Homepage edit box, enter the name of the new Homepage, and click the Add button. In the example below we created a homepage called "My New Cool Home Page".

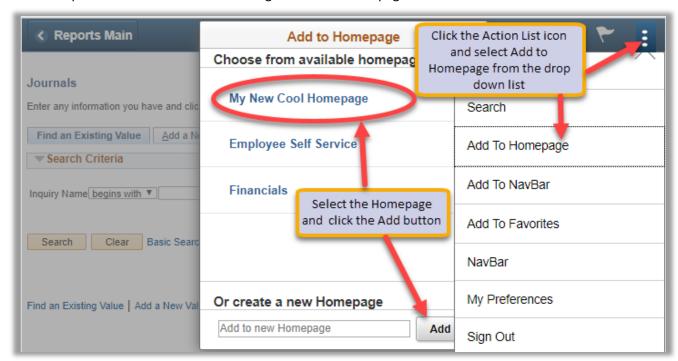


5. The new Homepage is available for selection from the left-hand column on the Personalize Homepage screen.

6. Click the Save button in the upper right corner to save your changes.

Adding a Tile to Your New or Existing Homepage

- 1. Navigate to the page you want to add as a tile to a Homepage. (In this example: The user is navigating to the Journals page.)
- 2. Click on the Action List menu icon in the upper right corner and select Add to Homepage.
- 3. Select (choose) from available Homepages. (In this example: the user is adding the tile for Journals to My New Cool Homepage)
- 4. Click the Add button. You will get a message noting the tile has been successfully added. NOTE: PeopleSoft recommends a limit of eight tiles to a Homepage.



5. To check that the tile did get added, navigate to Home, select the Homepage you added the tile to, and the new tile should be available. (In this example: Journals has been added to the My New Cool Home Page).

