

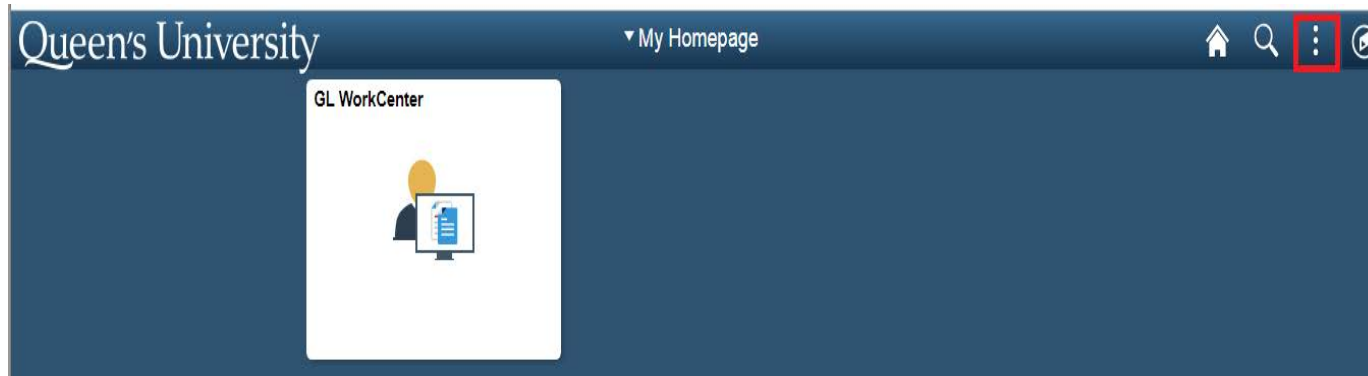
PeopleSoft Finance

Adding tiles to the homepage or NavBar.

Adding tiles to the homepage or NavBar

There are 2 different ways to add a new tile to your homepage.

1. The first way to add a tile to your homepage is by clicking on the actions button.



Adding tiles to the homepage or NavBar (cont'd)

Select the Personalize Homepage option

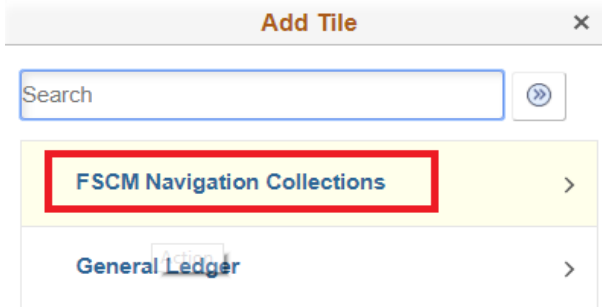
Personalize Homepage
Help
Sign Out

Click the add tile button.

Add Tile

Adding tiles to the homepage or NavBar (cont'd)

The navigations that show are based upon security granted to a user and provide tiles that can be selected to add to your homepage (Default tiles are limited). Select a navigation.



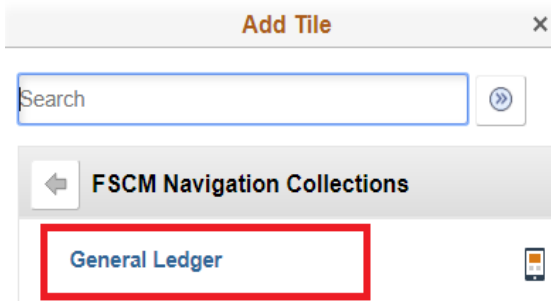
Add Tile ×

Search

FSCM Navigation Collections >

General Ledger >

Select the an already created tile to add to the homepage.



Add Tile ×

Search

← FSCM Navigation Collections

General Ledger

Adding tiles to the homepage or NavBar (cont'd)

A new tile shows on My Homepage under Personalize Homepage.



Personalize Homepage Save

Name Add Tile

GL WorkCenter	General Ledger ✕
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Click save to use the new tile.

Queen's University My Homepage

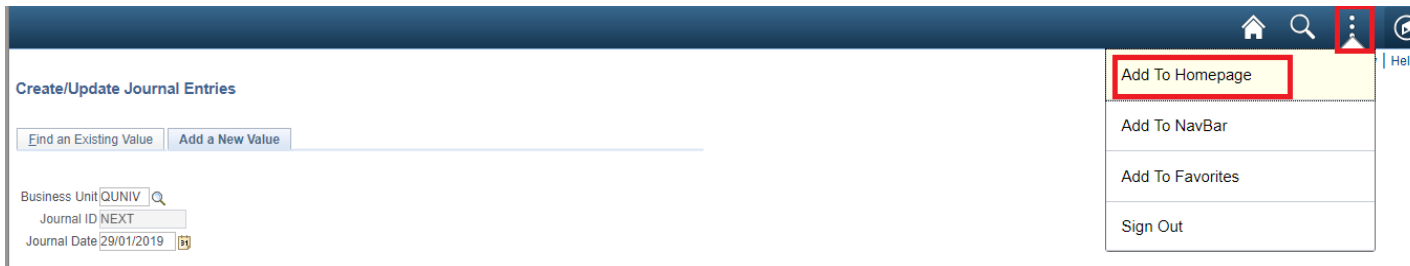
GL WorkCenter 	General Ledger 
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Adding tiles to the homepage or NavBar (cont'd)

2. The second way to add a tile to your homepage is to navigate to the location you want to add, and add it through the actions button. In this example we will add the Create/Update journal entries navigation to the homepage.

General Ledger > Journals > Journal Entry > Create/Update Journal Entries

Once you've navigated to the navigation you wish to add to your homepage, select the actions button, then select the Add to Homepage option.



The screenshot shows the 'Create/Update Journal Entries' page. The page title is 'Create/Update Journal Entries'. There are two buttons: 'Find an Existing Value' and 'Add a New Value'. Below these are input fields for 'Business Unit' (QUNIV), 'Journal ID' (NEXT), and 'Journal Date' (29/01/2019). In the top right corner, there is a navigation bar with icons for home, search, and a three-dot menu. The three-dot menu is open, showing a list of options: 'Add To Homepage', 'Add To NavBar', 'Add To Favorites', and 'Sign Out'. The 'Add To Homepage' option is highlighted with a red box.

Adding tiles to the homepage or NavBar (cont'd)

Select the homepage you want to add the new tile to.

Add to Homepage ×

Choose from available homepages

My Homepage

Or create a new Homepage

Adding tiles to the homepage or NavBar (cont'd)

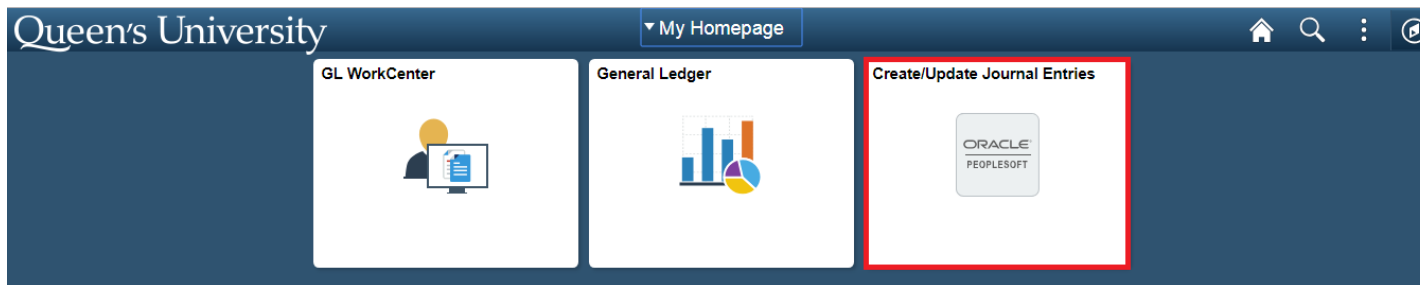
Select the OK button to add the Create/Update Journal entries navigation tile to the Homepage.

Add To

Added 'Create/Update Journal Entries' to My Homepage Homepage

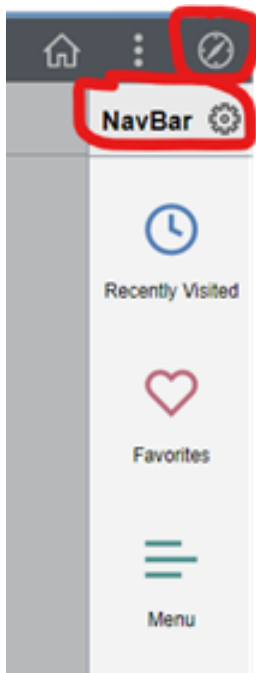
OK

The new tile has been added to your homepage.



Adding tiles to the homepage or NavBar (cont'd)

You also have the ability to add tiles to the Navigation bar (NavBar). The NavBar is found in the top right corner of the homepage. As a default the NavBar contains the Recently Viewed, favorites and Menu.

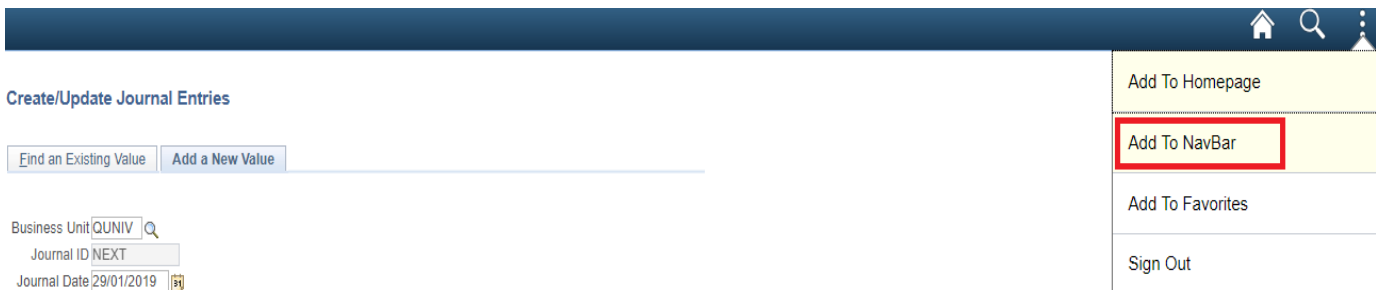


Adding tiles to the homepage or NavBar (cont'd)

To add a navigation tile to the NavBar you will need to navigate to the location you want to add, and add it through the actions button. In this example we will add the Create/Update journal entries navigation to the NavBar.

General Ledger ▾ > Journals ▾ > Journal Entry ▾ > Create/Update Journal Entries

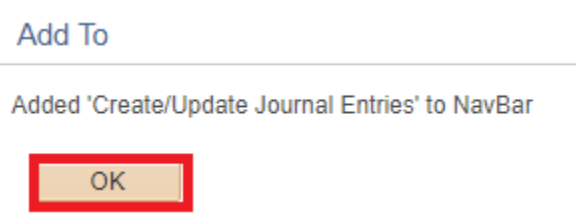
Once you've navigated to the navigation you wish to add to your NavBar, select the actions button, then select the Add to NavBar option.



The screenshot shows the 'Create/Update Journal Entries' page. At the top, there is a dark blue navigation bar with a home icon, a search icon, and a menu icon. Below the navigation bar, the page title 'Create/Update Journal Entries' is displayed. There are two buttons: 'Find an Existing Value' and 'Add a New Value'. Below these buttons, there are three input fields: 'Business Unit' with the value 'QUNIV', 'Journal ID' with the value 'NEXT', and 'Journal Date' with the value '29/01/2019'. On the right side of the page, there is a vertical menu with four options: 'Add To Homepage', 'Add To NavBar' (highlighted with a red border), 'Add To Favorites', and 'Sign Out'.

Adding tiles to the homepage or NavBar (cont'd)

Click OK to add the Create/Update Journal entries navigation tile to the NavBar.



The new tile has now been added to the NavBar.

