Understanding Homepages and Tiles

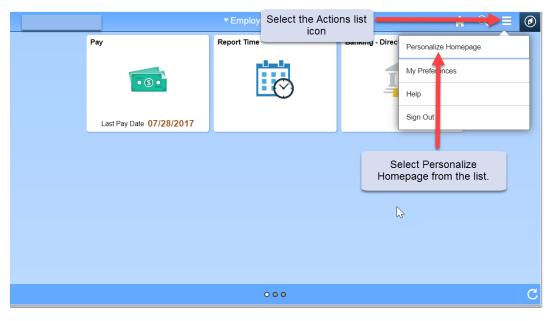
Fluid Homepages appear when you log in to the HR Direct PeopleSoft system. Homepages consist of a collection of tiles that show information to the end-user, and enable an easy way to navigate around the system. Homepages can be organized and delivered to end-users with tile content appropriate for specific roles, such as an employee or manager. **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.

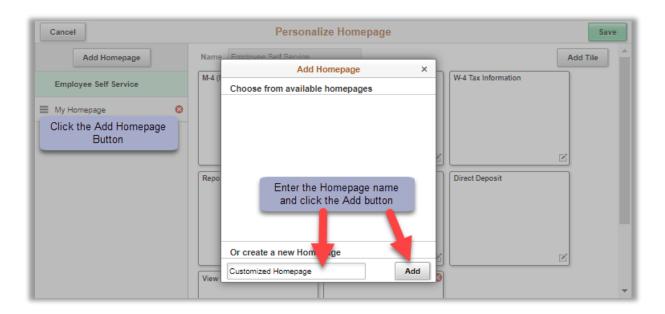
Creating Your Own Homepage

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

- 1. Navigate to any fluid homepage.
- 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 "Customized 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 GT Action Center used for approving ePAF.)
- 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 the GT Action Center to the Customized Homepage)
- 4. Click the Add button. You will get a message noting the tile has been successfully added.

Customized Homepage	Click on the Action List icon and select Add to Hompage			
UMass Action Center User ID: SUM101280	131	Actions List Popup		
Scan summaries of forms awaiting your action, drill into	Add to Hom <mark>epa</mark> ge	× Add To Homepage		
Please add a comment if you are returning the form(s) to	Choose from available homepages			
You can approve forms individually or follow these steps 1) Click on Select All (or select individual checkboxe:	Manager Self Service	Add To NavBar		
2) Specify the Action		Add to Favorites		
 Set the Action on selected forms Click on Submit All 	Employee Self Service	MultiChannel Console		
Click on the Refresh button to update the list of the form	Workforce Administrator	My Preferences		
Filter List Apply Filter Start Date Form T	Customized Homepage	Sign out		
Last Name End Date	Or create a new Homepage	•		
of 0 Filtered 0 of 0 Displayed 0 of 0 Selected 0	Add to new Homepage Add	Select the Homepage and click the Add button		
Actions Refresh				
There are no eForms currently needing yo	ur action.			

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: GT Action Center has been added to the Customized Home Page).

	 Customized Homepage 	â	Q	۲	Ξ	۲
GT Action Center						