


PeopleSoft HCM User Interface Guide

Contents

Logging out.....	1
New Window.....	1
Search.....	1
Quick Links	2
Navigation Bar.....	2
Menu Order	3
Multiple Homepages.....	4
Adding a Favorite Page to a Homepage, Favorites menu or Nav Bar.....	4
Personalizing Your Homepage, Adding a Homepage	4
Notifications.....	5

Logging out

Use the three dot menu in the top right corner to log out, . Alternatively, close all browser windows and you will be logged out.

New Window

Use the three dot menu in the top right corner to select new window when you are on a homepage. Alternatively, the New Window link appears in the top right corner,



Search

A **Search** field appears at the top of the page. The **Search** field is responsive. Much like Google, you can start typing and the drop-down suggests possible results. The results display past

PeopleSoft HCM User Interface Guide

navigations you have visited in the system (blue icon) along with top visited navigations by other users (green icon).



Quick Links

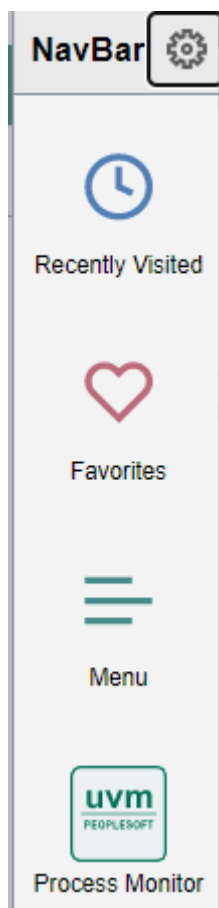


On the left side of the page, two new icons will appear. The first is for recently viewed pages, and the second is for your favorites. (Information on how to add Favorites is below.)

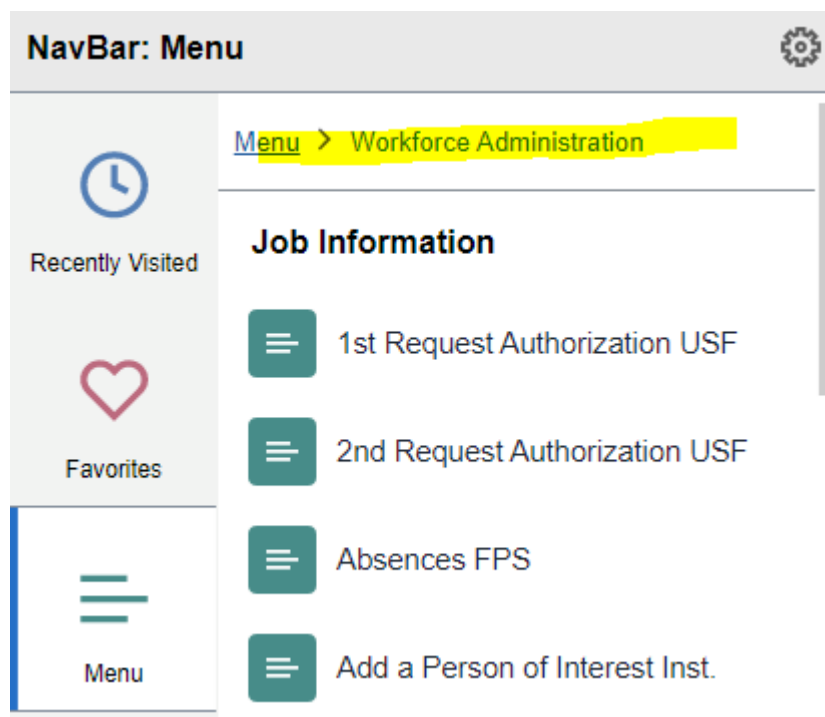
Navigation Bar

The NavBar looks like this. You can use the Menu button to navigate to pages instead of going through a tile.

PeopleSoft HCM User Interface Guide



Click Menu to Navigate to various pages. Breadcrumbs are available to display the path of menus to the page.



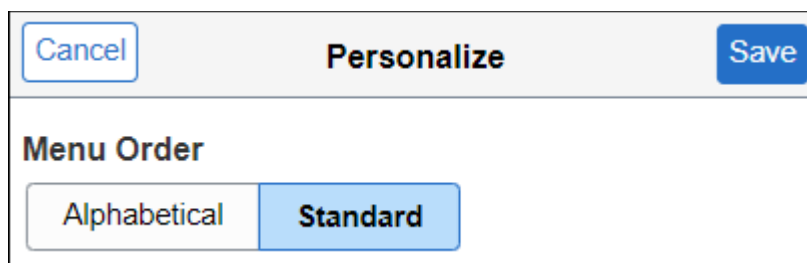
Menu Order

The menu will sort in alphabetical order by default.

You can personalize your menu/navigations to display in the pre-upgrade/"standard" order.

Click the **Personalize**

NavBar  icon to change



From this Personalize button, you can also change the order that items appear in the Navigation Bar by

PeopleSoft HCM User Interface Guide

to Standard instead of Alphabetical if you are used to the pre-upgrade order.

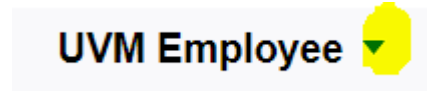
'grabbing' the two lines with your cursor and dragging the item into the desired order.

Multiple Homepages

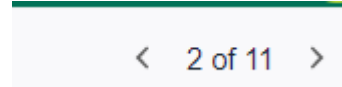
Some users have multiple homepages. Some examples would be those who work in HR or Payroll, or those who have added their own personal homepage (details to follow).

One can navigate to a different homepage in two ways.

Use the dropdown from the top left:




Or use the arrows on the top right:



Adding a Favorite Page to a Homepage, Favorites menu or Nav Bar

If there is a page that you frequently go to and want to have direct access to from your homepage, navigate to the page using Navigation Bar, Menu. Once on the search page for the page you want to

add, go to the three dot menu at the top, . From here you can choose if you want to add this page to your Favorites, Your HomePage or to your NavBar.

Personalizing Your Homepage, Adding a Homepage

In addition to adding a favorite page to your homepage, you can drag the tiles to different locations on the homepage. The key is to 'grab' the tile you want to move, and place it directly on top of another tile.

If you have added a 'favorites' tile to your homepage and no longer want it there, from the homepage,

click the three dot menu, , and select Personalize Homepage. The tile will indicate if you can

PeopleSoft HCM User Interface Guide


delete it or not. If you have multiple homepages, you can also change the order that they appear by dragging the homepage links on the left menu.

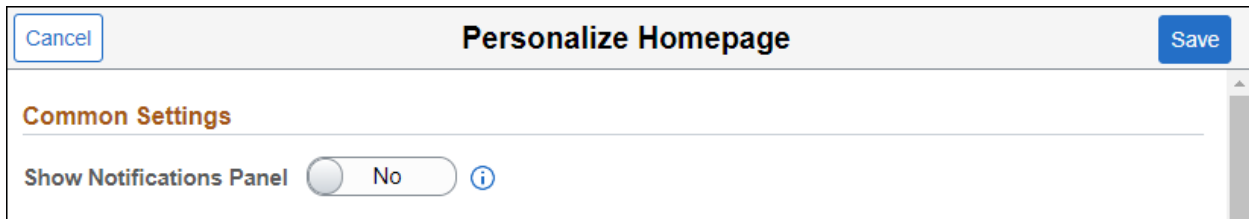
Finally, from here you can also press Add Homepage, and make a homepage called whatever you want. Then, when you add Favorites, you could add them to your own homepage if desired.

Notifications

A Notifications Panel can now be displayed at all times while working in PeopleSoft HCM.

To add the panel to your screen:

1. Click the **Actions**  menu in the header.
2. Click **Personalize Homepage**.
3. Click to slide the **Show Notifications Panel** field from No to Yes.



The screenshot shows a dialog box titled "Personalize Homepage". At the top left is a "Cancel" button and at the top right is a "Save" button. Below the title bar, there is a section titled "Common Settings". Under this section, there is a toggle switch for "Show Notifications Panel". The toggle is currently set to "No" and has an information icon (i) to its right.