9.2 Navigating PeopleSoft - Using the Home Page

Purpose: Use this document as a reference for adding, creating and reordering tiles on a Home Page and making changes to the Notifications Panel.

Audience: All Staff

Add a Tile to a Home Page

- 1. From your Home Page, select the vertical ellipsis (or activity list) in the top-right corner of the screen.
- 2. Choose Personalize Homepage. (Screen shots are for example only).

Øct	c Link	Menu 👻	Search in Menu			Q		ŵ	\Diamond	:	\oslash
	Employee Self Service -						Personalize	Homepa	ige		
	SBCTC Careers		Peninsula Careers	c	entralia Careers) [Publish Hom Refresh	epage			
							New Window				
()							Help				
\heartsuit							Sign Out				
	Olympic Careers		Edmonds Careers		Seattle Careers		wenatchee	alley C	areers		
			E								

- 3. The **Personalize Homepage** page displays. The top of your screen is the name of the active homepage on which tiles can be added. All Homepages are listed in the left-side vertical navigation.
- 4. Select the **Homepage in the left-side navigation** to which you wish to add a tile.
- 5. To add a tile to the active Homepage, select **Add Tile** in the upper-right corner of the page.

Cancel)	Personal	ize Homepage	Save
(Add Homepage	Common Settings		i
1	Employee Self Service	Show Notifications Panel Yes		
=	Manager Self Service	Selected Homepage Settings		Add Tile
=	= PeopleSoft Developer	Homepage Employee Self Service		\bigcirc
=	 Workforce Administrator 			
=	= Talent Administrator	SBCTC Careers	Peninsula Careers	
=	= Recruiting			
		E	:	
		Centralia Careers	Cascadia Careers	

6. In the center of the screen, an **Add Tile** box appears. Search for or choose a tile from the available list.

Canc	əl		Add Tile	×	Save
	Add Homepage	Common S	Search a Tile Tile name, tile category, or tile keyword	\rightarrow	
	Employee Self Service	Show Notifi	Choose an Existing Tile		
	= Manager Self Service	Selected Ho		>	Add Tile
	= PeopleSoft Developer	Homepage	Configuration Specialist	,	
	= Workforce Administrator			· · · ·	
	= Talent Administrator		PeopleSoft Applications	· 1	
	= Recruiting		Update Manager	>	
			Position Management	>	
			Health and Safety	>	
			Talent Administrator	>	
			Remote Worker	>	

7. Once selected, the tile will appear on the active Homepage. To delete the tile, select the garbage can icon in the upper-right corner of the tile.



- 8. To add more tiles, select Add Tile again.
- 9. Select **Save** in the top-right corner of the screen.

Cancel	-	Pe	ersonalize Homepage	Save
Add Homepage	Common	Settings		
Employee Self Service	Show Notif	ications Panel Yes		
= Manager Self Service	Selected H	omepage Settings	Add Tile	
= PeopleSoft Developer	Homepage	Employee Self Service		
= Workforce Administrator				
= Talent Administrator		SBCTC Careers	Peninsula Careers	
= Recruiting				
		:	:	
				~
		Centralia Careers	Cascadia Careers	
				· · · · · · · · · · · · · · · · · · ·

10. The new tile displays.

Cancel	Per	rsonalize Homepage	Save
Add Homepage			
Employee Self Service	:	:	
Manager Self Service	Personal Details	Benefit Details	
= PeopleSoft Developer			
= Workforce Administrator			
= Talent Administrator	:	:	
= Recruiting			,
	Manage Position		

End of Process

Create a Tile from a PeopleSoft Page

Create a tile from a PeopleSoft page for a tile that does not exist on any Homepage.

- 1. Navigate to a PeopleSoft page that you want to add to a Homepage.
- 2. Select the vertical ellipsis in the top-right corner of the page.
- 3. Select Add To Homepage from the menu.

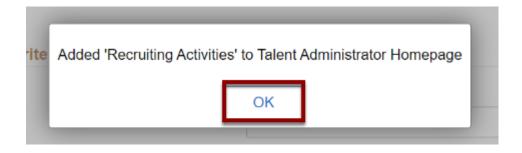
Recruiting	Recruitir	ng Activities	ଳ ଦ ଦ 🕴 Ø
Q Search	Search Applicants		New Window
Search Applicants	Recruiting Home	Saved Searches	Add to Homepage
Search Applications			Add to NavBar
Search Job Openings	Quick Search Keyword Search	Advanced Search	Add to Favorites
+ Create ~	▼ Search Criteria		My Preferences
Deplicant Lists		Search My Applicants	Help
Interview Calendar	First Name		Sign Out
	Last Name		
Saved Searches	Display Name		0
Recruitment Configuration ~	Alternate Character Name		
Ma.	Applicant Status	010 Active V	
	Applicant Type	~	

4. The **Add To Homepage** box appears. A **Tile Label** can be customized according to your requirements.

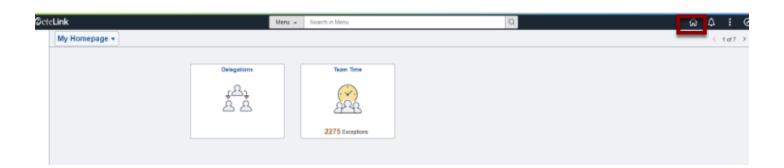
5. Below the Tile Label field, available Homepages display. To add the new tile, choose an available Homepage or **create a new Homepage**. If adding a new Homepage, enter a Homepage title and select **Add**.

	Add To Homepage ×	
Search Applicant	*Tile Label Recruiting Activities	
Recruiting Home	Choose from available homepages	
	My Homepage	
Quick Search	Employee Self Service	
▼ Search Criteria ()	Manager Self Service (already added)	
	PeopleSoft Developer	
	Workforce Administrator	
	Talent Administrator	_
Alte	Recruiting (already added)	
	Create a New Homenage	1
	Create a New Homepage Add to new Homepage	

- 6. A confirmation displays.
- 7. Select OK.



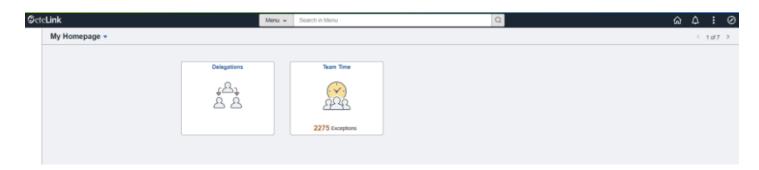
- 8. Using the drop-down menu in the top-right corner of the screen, select the house icon to access the new Homepage.
- 9. The Homepage and tile display.



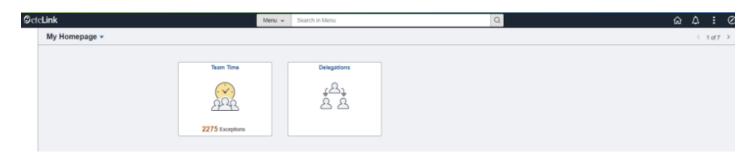
End of Process

Reorder Tiles from Personal Homepages

1. Navigate to your personal homepage you would like to edit.



2. Drag and drop the tile into the desired locations. Movement of tile is immediate- you will be able to see where it was moved.



End of Process

Move or Copy a Tile

- 1. From your Homepage, select the vertical ellipsis (or activity list) in the top-right corner of the screen.
- 2. Choose Personalize Homepage.
- 3. To move or copy the tile, select the edit icon in the lower-right corner of the tile.

4. A **Select Action** box appears in the center of your screen--choose the desired action: **Move To** or **Copy To**.



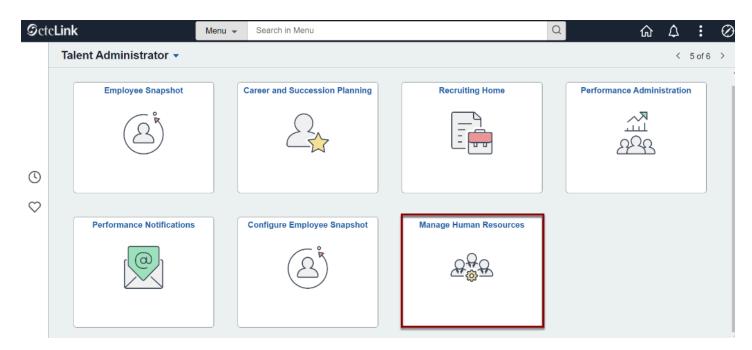
5. Select Homepage of choice to Move To or Copy To.

fica	Move To	
l	Employee Self Service	
l	Manager Self Service	
l	PeopleSoft Developer	
	Workforce Administrator	
itie	Recruiting	
I.		

6. Select **Save** in the top-right corner of the screen. (You will see the move/copy actions once screen is saved).

Cancel	Personalize Homepage								
Add Homepage									
= Employee Self Service		:							
= Manager Self Service	Recruiting Home	Performance Administration							
= PeopleSoft Developer									
= Workforce Administrator									
Talent Administrator	:	:							

- 7. Return to the **Homepage**.
- 8. The moved or copied tile displays (once screen is saved).



End of Process

Making Changes to Your Notifications Panel

Users can edit their homepage settings to have the Notifications Panel show or be hidden for each pillar they have access to. When the Notifications Panel is showing on the homepage, the notifications button (bell icon) will no longer display in the banner at the top of the page.

1. To have the Notifications Panel display on the homepage, select the **Actions button (three dots icon)** in the banner at the top of the page, select the **Personalize Homepage** option in the drop down.



2. Set the Show Notifications Panel button to Yes, then select the Save button. (Setting this button to No and then saving will hide the Notifications Panel).

Cance	Personalize Homepage							
	Add Homepage	Common Settings	_					
[My Homepage	Show Notifications Panel Yes 0						

End of Process