Peoplesoft Fluid Navigation & Customizing

Peoplesoft Finance Fluid - Navigation and Customizing

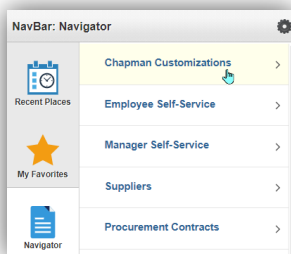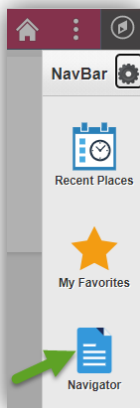The overall look of Peoplesoft is getting an update, but the navigation structure remains the same.

- Classic Peoplesoft used menus and breadcrumbs along the top of each page. Breadcrumbs will no longer be available. The menus and breadcrumbs are replaced with the Navigator

- Favorites and Recently Used remain the same in Fluid and can be accessed using the Navigator

Navigating in Fluid

- Click the Navigator icon located on the top right corner
- The NavBar will open
- Click on the Navigator
- You will see the menu options to click and navigate similar to Classic Peoplesoft

Returning to your Homepage

- Option 1 - From any page, click the My Homepage or Home to return to the homepage

- Option 2 - Click the NavBar icon
- Then click on Navigator
- Back Arrow to go back one menu level

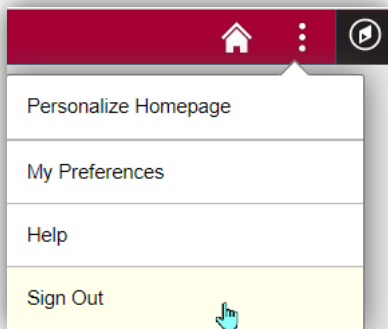- Back to root to go back to the root menu level

Sign Out

- Click the Actions icon

- Click Sign out
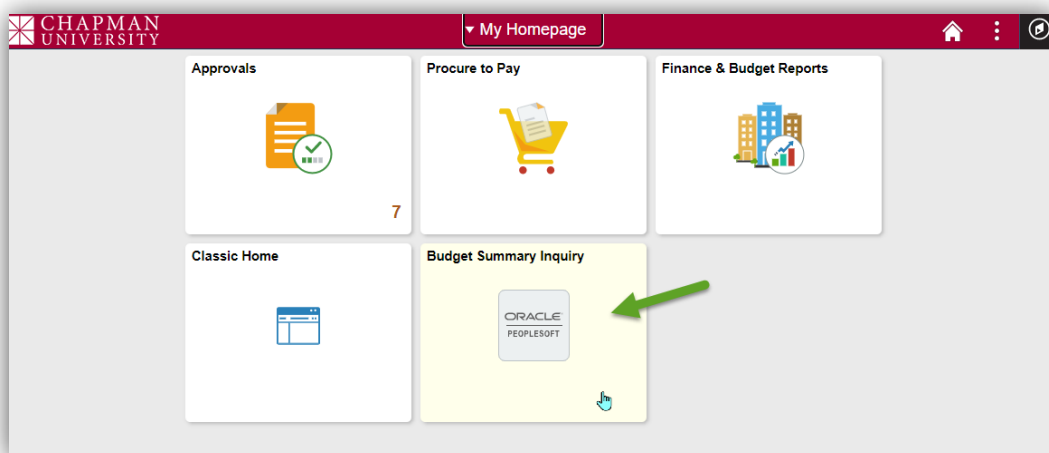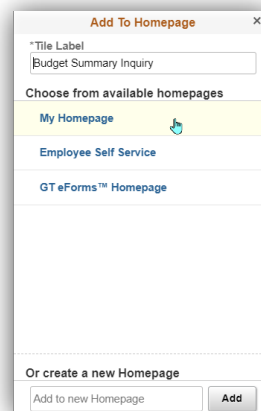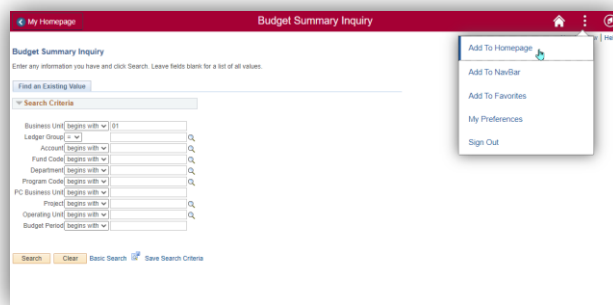
Customizing the Homepage

If you visit one page frequently, you have the option to create a tile on your homepage that goes directly to the page or adding the page to the NavBar.

Adding a Tile to your homepage

- Navigate to the page
- Click the Actions icon with the 3 dots located on the top right of the page

- Click Add to Homepage
- Select My Homepage
- Click Add

Adding a Page to your NavBar

- Navigate to the page
- Click the Actions icon with the 3 dots located on the top right of the page

- Click Add to NavBar
- Click Add