Creating a Tile and Adding to Favorites

Direct questions to Procurement & Contract Services, x5134
Creating a Tile and Adding to Favorites

Refer to ‘Log into PeopleSoft Financials’ guide for login instructions.

- Once you have logged in, you will be able to view your homepage.
Creating a Tile and Adding to Favorites (cont.)

Creating a Tile

Start by navigating to the desired page.

• Click on the 📊 in the top right of the page.
• Click ‘Navigator’.
• Choose from the options that open on the right.
Creating a Tile and Adding to Favorites (cont.)

• Once you have reached the desired page:
  • Click the ‘Add To’ dropdown in the top right corner of the page.
  • Click ‘Homepage’.

• In the Add to Homepage screen, select the homepage you would like to add your tile to.
Creating a Tile and Adding to Favorites (cont.)

• On the **Add To** message screen, click ‘OK’.

• Click ‘Home’ in the top right corner of the page to return to the homepage.

• The tile can now be viewed on your Homepage.
Adding to Favorites

• Follow the steps on slide 4 to reach the desired page.

• Once you have reached the appropriate page:

• Click the ‘Add To’ dropdown in the top right corner of the page.

• Click ‘Favorites’.

• On the Add to Favorites message, click ‘OK’. (Note: ‘Description’ can be changed to any title that you choose.)
Creating a Tile and Adding to Favorites (cont.)

• On The favorite has been **saved** message, click ‘OK’.

• Click the ![NavBar] icon, then click ‘My Favorites’ to see the added favorite.