Creating a Tile and Adding to Favorites
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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 icon 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.
Creating a Tile and Adding to Favorites (cont.)

**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](image) icon, then click ‘My Favorites’ to see the added favorite.