

## Understanding Homepages and Tiles

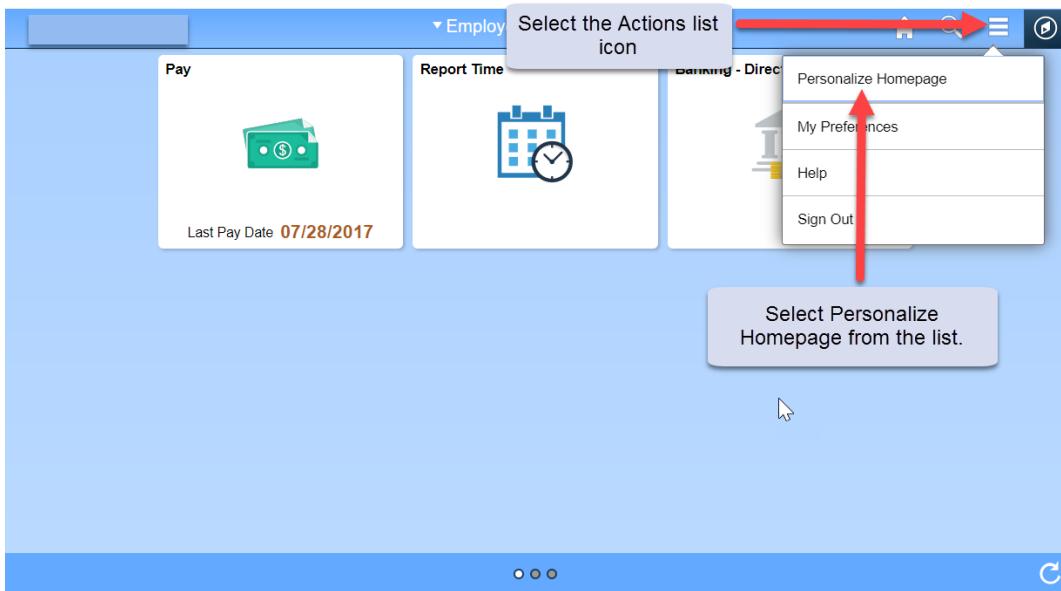
Fluid Homepages appear when you log in to the HR Direct PeopleSoft system. Homepages consist of a collection of tiles that show information to the end-user, and enable an easy way to navigate around the system. Homepages can be organized and delivered to end-users with tile content appropriate for specific roles, such as an employee or manager. **Note:** The system imposes a limit of 10 user-defined homepages.

Tiles provide a new navigational and informational structure and they allow users a quick way to perform routine tasks. Tiles give users direct access to targeted transactions.

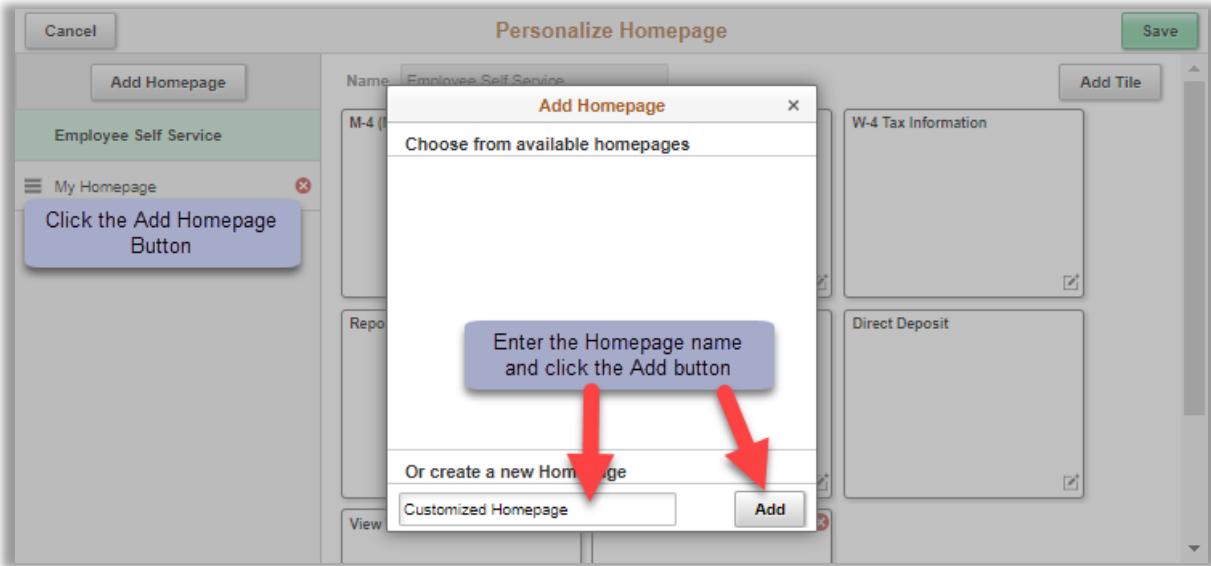
## Creating Your Own Homepage

A Homepage is a collection of tiles often grouped together for related work tasks.

1. Navigate to any fluid homepage.
2. Click on the Actions List icon and select Personalize Homepage from the menu.



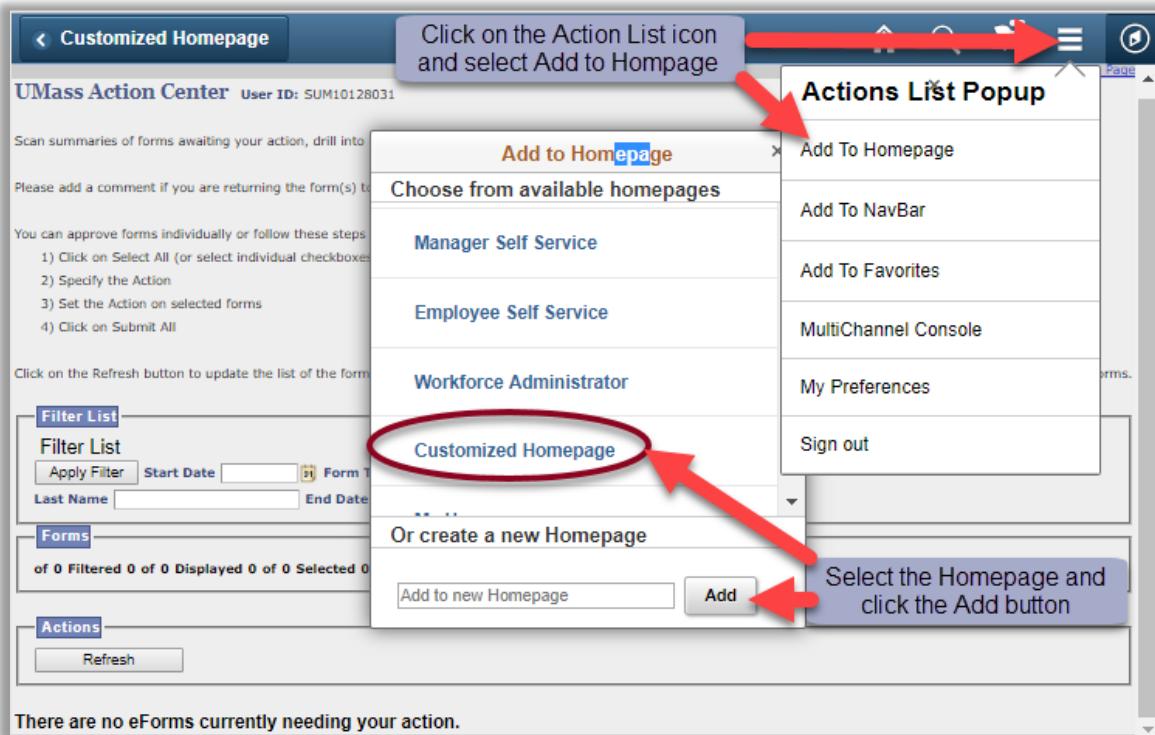
3. From the Personalize Homepage screen, click on the Add Homepage button from the side bar on the left. The Add Homepage popup window is displayed.
4. In the Add New Homepage edit box, enter the name of the new Homepage, and click the Add button. In the example below we created a homepage called "Customized Home Page".



5. The new Homepage is available for selection from the left-hand column on the Personalize Homepage screen.
6. Click the Save button in the upper right corner to save your changes.

#### Adding a Tile to Your New or Existing Homepage

1. Navigate to the page you want to add as a tile to a Homepage. (In this example: The user is navigating to the GT Action Center used for approving ePAF.)
2. Click on the Action List menu icon in the upper right corner and select Add to Homepage.
3. Select (choose) from available Homepages. (In this example: the user is adding the tile for the GT Action Center to the Customized Homepage)
4. Click the Add button. You will get a message noting the tile has been successfully added.



5. To check that the tile did get added, navigate to Home, select the Homepage you added the tile to, and the new tile should be available. (In this example: GT Action Center has been added to the Customized Home Page).

