PEOPLESOFTE FINANCE FLUID
Create and Personalize Your Homepage
Quick Guide

Improve your working style with
PeopleSoft Fluid Upgrade
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Fluid provides options for creating your homepage.

We think you will like the Fluid Hamburger.
Creating Your Homepage

1. Navigate to a frequently used page in Fluid.

2. Click the Actions icon (also called the Hamburger) on the top right of the banner.

3. Choose the option to “Add to Homepage”.
## Creating Your Homepage

4. Choose “My Homepage” from the available homepages.

5. Fluid adds the page to your homepage.

### Add To Homepage

- **Title Label**: General Information
- **Choose from available homepages**:
  - My Homepage
  - FSS Homepage
  - Procurement
  - Employee Self Service
  - Finance & Accounting
  - Grants Management
  - Customer Contracts
- **Or create a new Homepage**:

### Added 'General Information' to My Homepage Homepage
## Creating Your Homepage

6. To verify that you have created a homepage, click on the Home button.

7. “My Homepage” is now listed as a homepage in the drop-down selector. Click the link to My Homepage

8. Your page has been added as a tile on your new homepage. Clicking the tile displays your page.
Fluid makes customizing your homepage easy.

The Hamburger is still the star.
# Adding a Tile to Your Homepage

1. Click the Actions icon (also called the Hamburger) on the top right of the banner.

2. Choose the option to “Personalize Homepage”.

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![Menu Options](image-url)
Adding a Tile to Your Homepage

3. The Personalize Homepage is displayed.

4. Click the Add Tile button in the top right corner.

5. Select a tile from the list. We are adding a tile from the UNTS Custom Tiles for this example.
Adding a Tile to Your Homepage

6. We selected the ABA IDT CT tile.

7. The tile is added to My Homepage.

8. Click the blue Save button in the upper right to save the change.
You just added a tile to Your Homepage
Removing Items from My Homepage

The Hamburger makes this easy as well.

1. Select the option to Personalize Homepage again.
2. Click the red “X” button on the component you want to remove.
3. Click the blue Save button.
4. Your item is removed from the homepage.