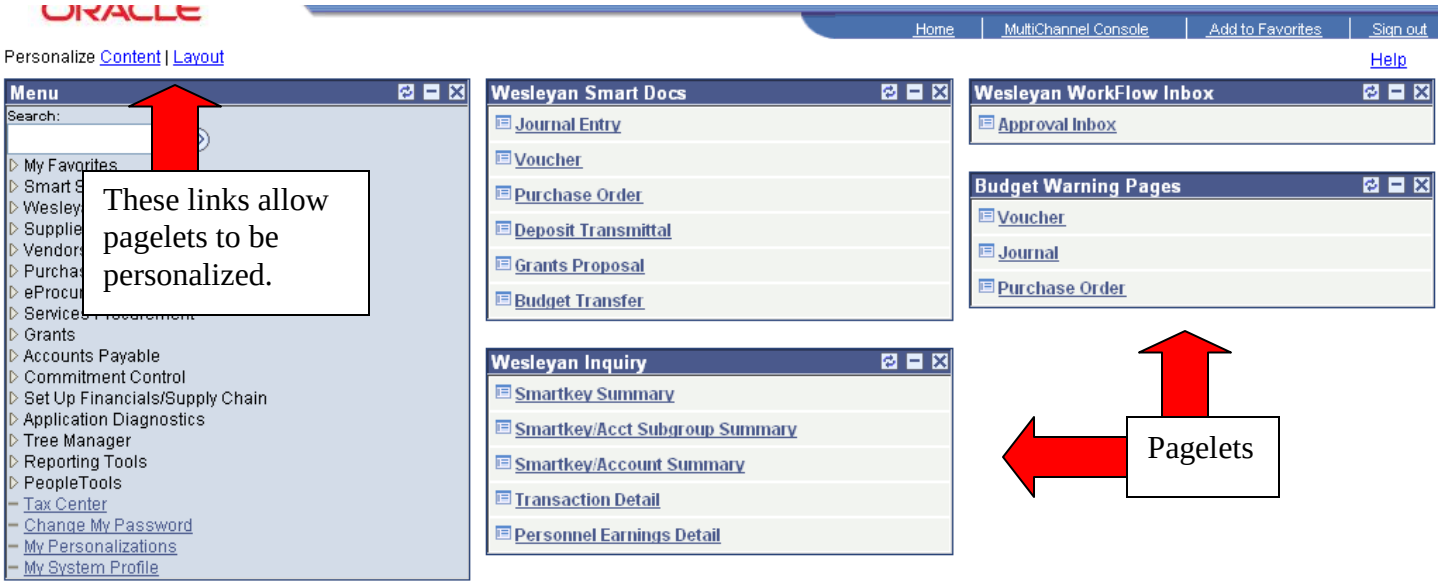
WFS Wesleyan Financial System

Personalizing Pagelets

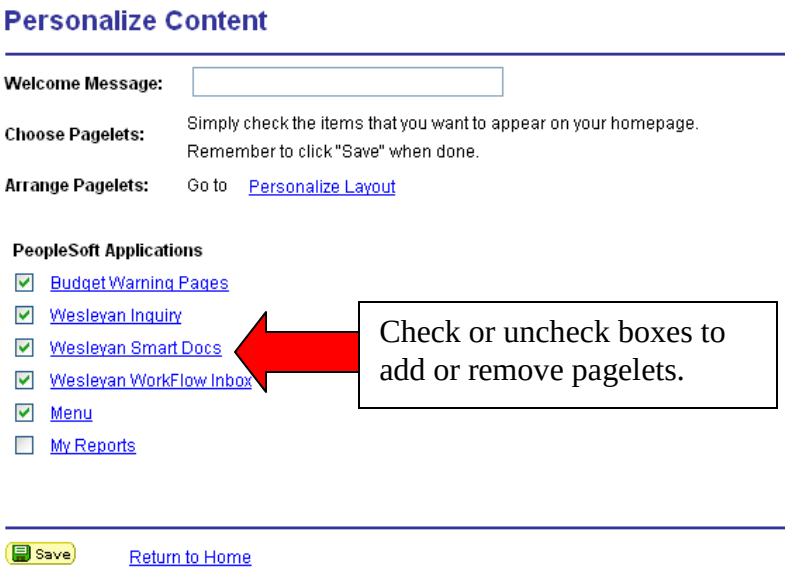
Pagelets are the menu boxes that appear on the right-hand side of your WFS Home screen. These pagelets can be moved or the columns can be modified.

Standard view of Home Screen



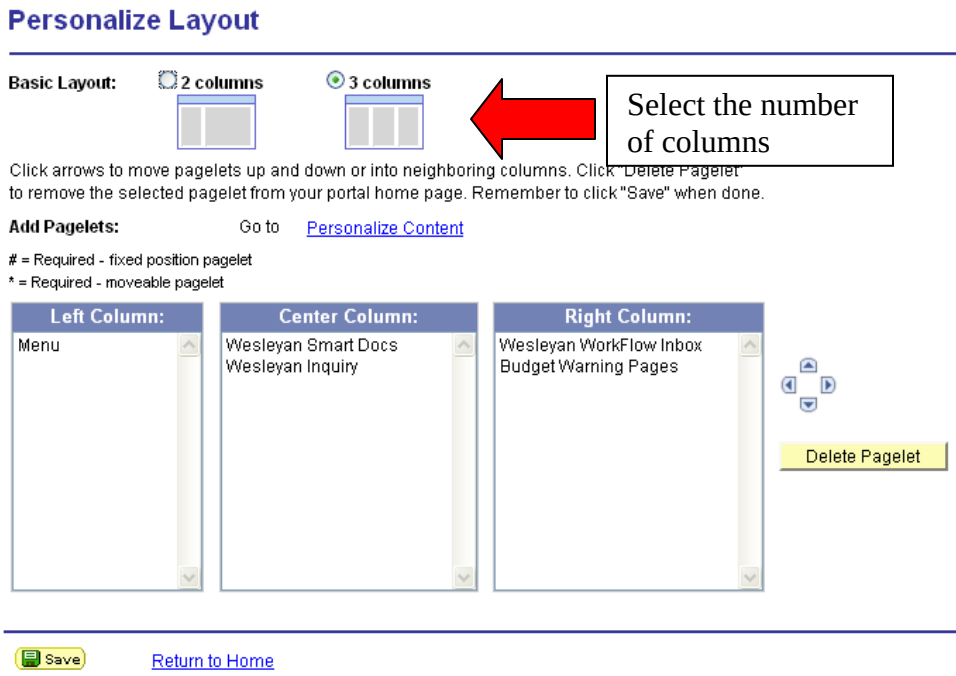
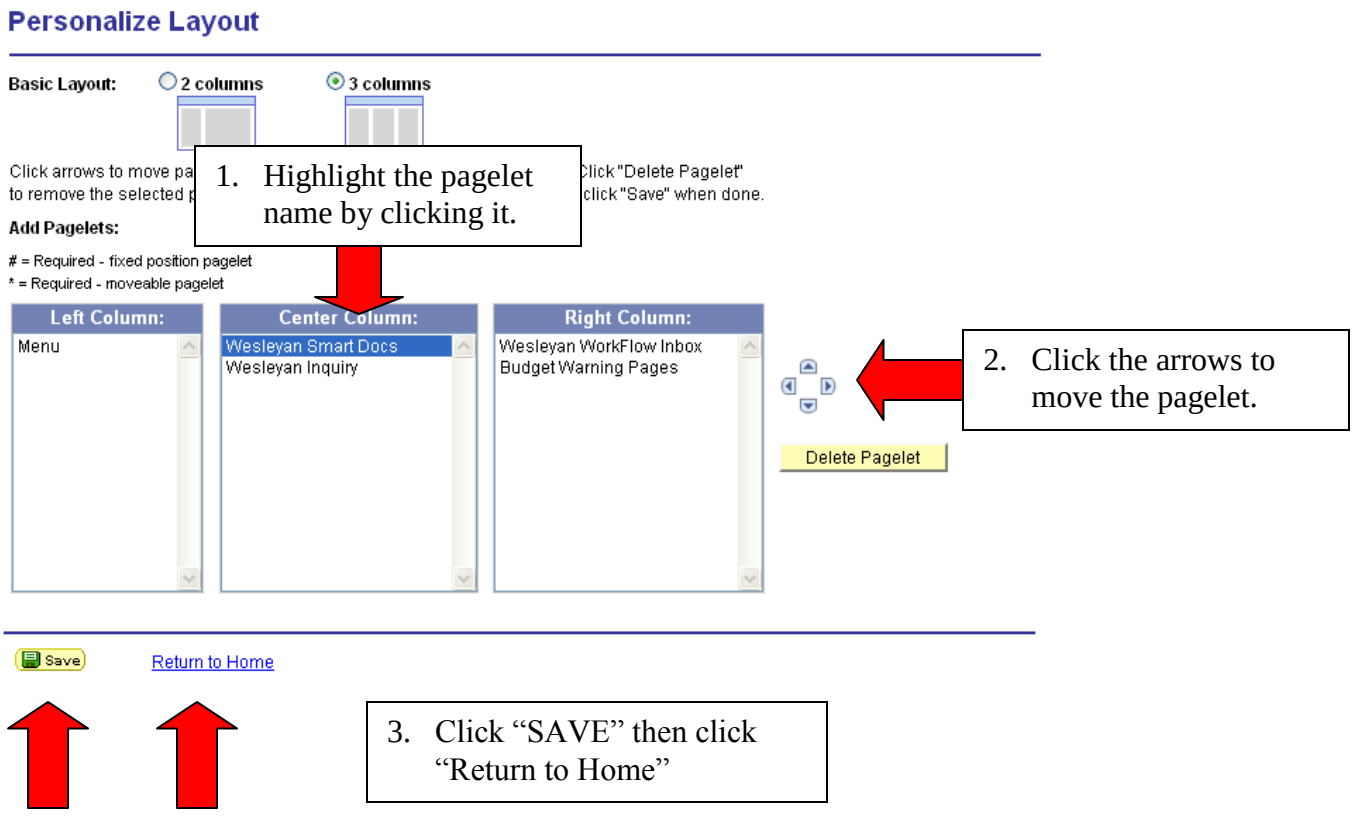
Personalize Content

Click the "Content" link at the top of the Main Menu. The page below will open. Pagelets that are checked will appear on your Home Screen. Be sure to click the "SAVE" button to retain your choices. Click "Return to Home" to go back to the Home Screen.



Personalize Layout

Click the "Layout" link at the top of the Main Menu to modify the location of the pagelets. The page below opens when you click the link.



To move a pagelet, click the pagelet name to highlight it. Then use the arrows at the right to move it left or right, up or down.