

# 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

The screenshot shows the WFS Home Screen with the following components:

- Header:** ORACLE logo, Home, MultiChannel Console, Add to Favorites, Sign out, and Help links.
- Personalization Links:** Personalize [Content](#) | [Layout](#)
- Menu Pagelet:** A search box and a list of links including My Favorites, Smart Docs, Wesleyan Smart Docs, Supplier, Vendor, Purchase Order, eProcurement, Service, Grants, Accounts Payable, Commitment Control, Set Up Financials/Supply Chain, Application Diagnostics, Tree Manager, Reporting Tools, PeopleTools, Tax Center, Change My Password, My Personalizations, and My System Profile. A red arrow points to the links with a text box: "These links allow pagelets to be personalized."
- Wesleyan Smart Docs Pagelet:** Journal Entry, Voucher, Purchase Order, Deposit Transmittal, Grants Proposal, Budget Transfer.
- Wesleyan WorkFlow Inbox Pagelet:** Approval Inbox.
- Budget Warning Pages Pagelet:** Voucher, Journal, Purchase Order.
- Wesleyan Inquiry Pagelet:** Smartkey Summary, Smartkey/Acct Subgroup Summary, Smartkey/Account Summary, Transaction Detail, Personnel Earnings Detail.

A red arrow points from a text box labeled "Pagelets" to the right-hand side of the 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 Content

Welcome Message:

**Choose Pagelets:** Simply check the items that you want to appear on your homepage. Remember to click "Save" when done.

**Arrange Pagelets:** Go to [Personalize Layout](#)

##### PeopleSoft Applications

- [Budget Warning Pages](#)
- [Wesleyan Inquiry](#)
- [Wesleyan Smart Docs](#)
- [Wesleyan WorkFlow Inbox](#)
- [Menu](#)
- [My Reports](#)

Check or uncheck boxes to add or remove pagelets.

Save


[Return to Home](#)

## 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.

### Personalize Layout

**Basic Layout:**  2 columns  3 columns



Select the number of columns

Click arrows to move pagelets up and down or into neighboring columns. Click “Delete Pagelet” to remove the selected pagelet from your portal home page. Remember to click “Save” when done.

**Add Pagelets:** Go to [Personalize Content](#)

# = Required - fixed position pagelet

\* = Required - moveable pagelet

Left Column:	Center Column:	Right Column:
Menu	Wesleyan Smart Docs Wesleyan Inquiry	Wesleyan WorkFlow Inbox Budget Warning Pages

Navigation arrows and Delete Pagelet button.



[Return to Home](#)

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.

### Personalize Layout

**Basic Layout:**  2 columns  3 columns

Click arrows to move pagelets up and down or into neighboring columns. Click “Delete Pagelet” to remove the selected pagelet from your portal home page. Remember to click “Save” when done.

**Add Pagelets:**

# = Required - fixed position pagelet

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Left Column:	Center Column:	Right Column:
Menu	Wesleyan Smart Docs Wesleyan Inquiry	Wesleyan WorkFlow Inbox Budget Warning Pages

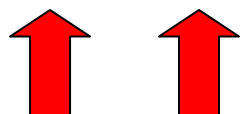
Navigation arrows and Delete Pagelet button.

1. Highlight the pagelet name by clicking it.

2. Click the arrows to move the pagelet.



[Return to Home](#)



3. Click “SAVE” then click “Return to Home”