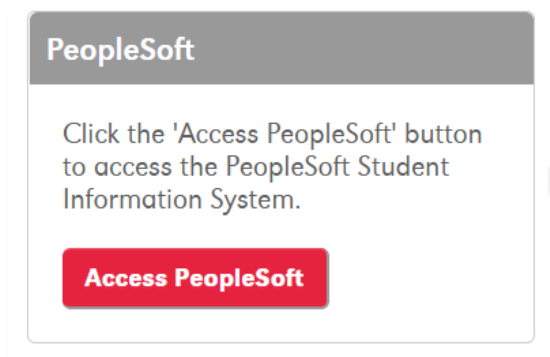


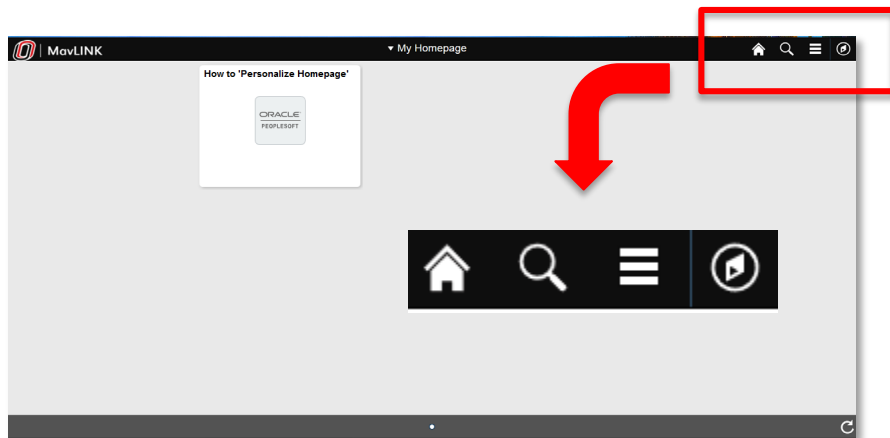
Fluid Interface



This document outlines how to navigate and personalize the “Fluid Interface” of PeopleSoft. The Fluid Interface displays when users click the **“Access PeopleSoft”** button in MavLINK.

| Topic | Pages |
|--|-------|
| Fluid Interface Icons | 2 |
| Right Side Navigation - Navigation Bar | 3-6 |
| Favorites – Adding & Editing | 7-9 |
| Tiles – Adding & Personalizing | 10-13 |

The Fluid Interface of PeopleSoft contains four icons in the upper-right corner of the “My Homepage”.



Navigation Bar “NavBar”

This icon opens the NavBar menu which allows the user to navigate to the various screens in PeopleSoft.

Icons:



Home

This icon takes the user to “**My Homepage**” if they are already using a PeopleSoft page. If **not** already on a PeopleSoft page, this icon takes the user back to **MavLINK**.



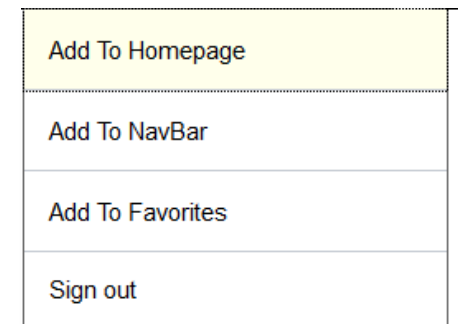
Search

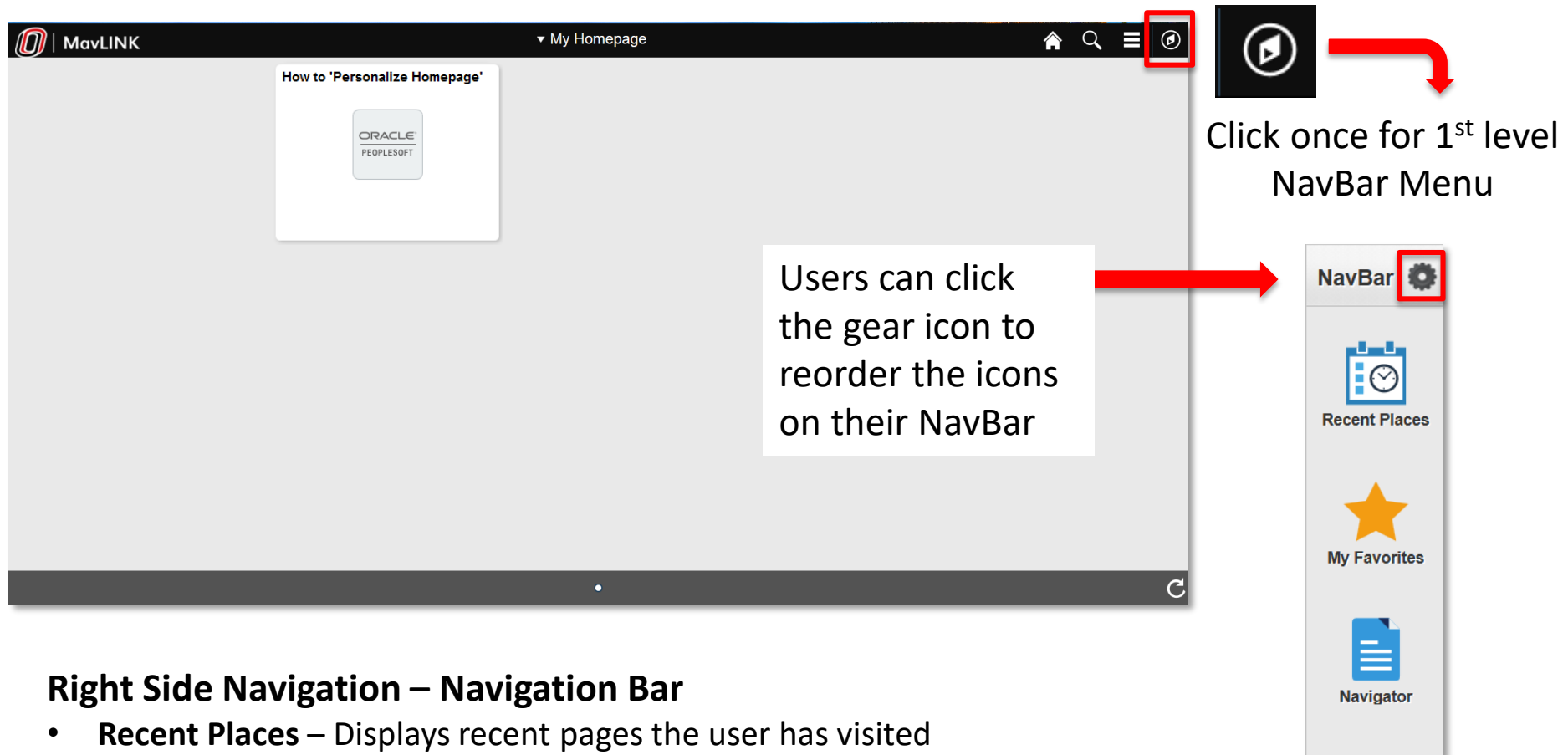
This icon opens a search bar (below) that allows the user to search for screens using keywords.



Actions List / “Hamburger” Menu

This icon takes the user to several actions which will be explained later in this manual.





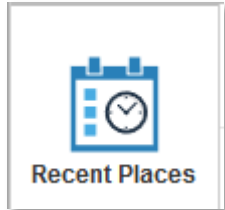
The screenshot shows the MavLINK web interface. In the top right corner, a small circular icon with a play symbol is highlighted with a red box. A red arrow points from this icon to a larger version of the same icon, with the text "Click once for 1st level NavBar Menu".

Below this, a vertical NavBar is shown. At the top of the NavBar, a gear icon is highlighted with a red box. A red arrow points from a text box to this gear icon. The text box contains the text: "Users can click the gear icon to reorder the icons on their NavBar".

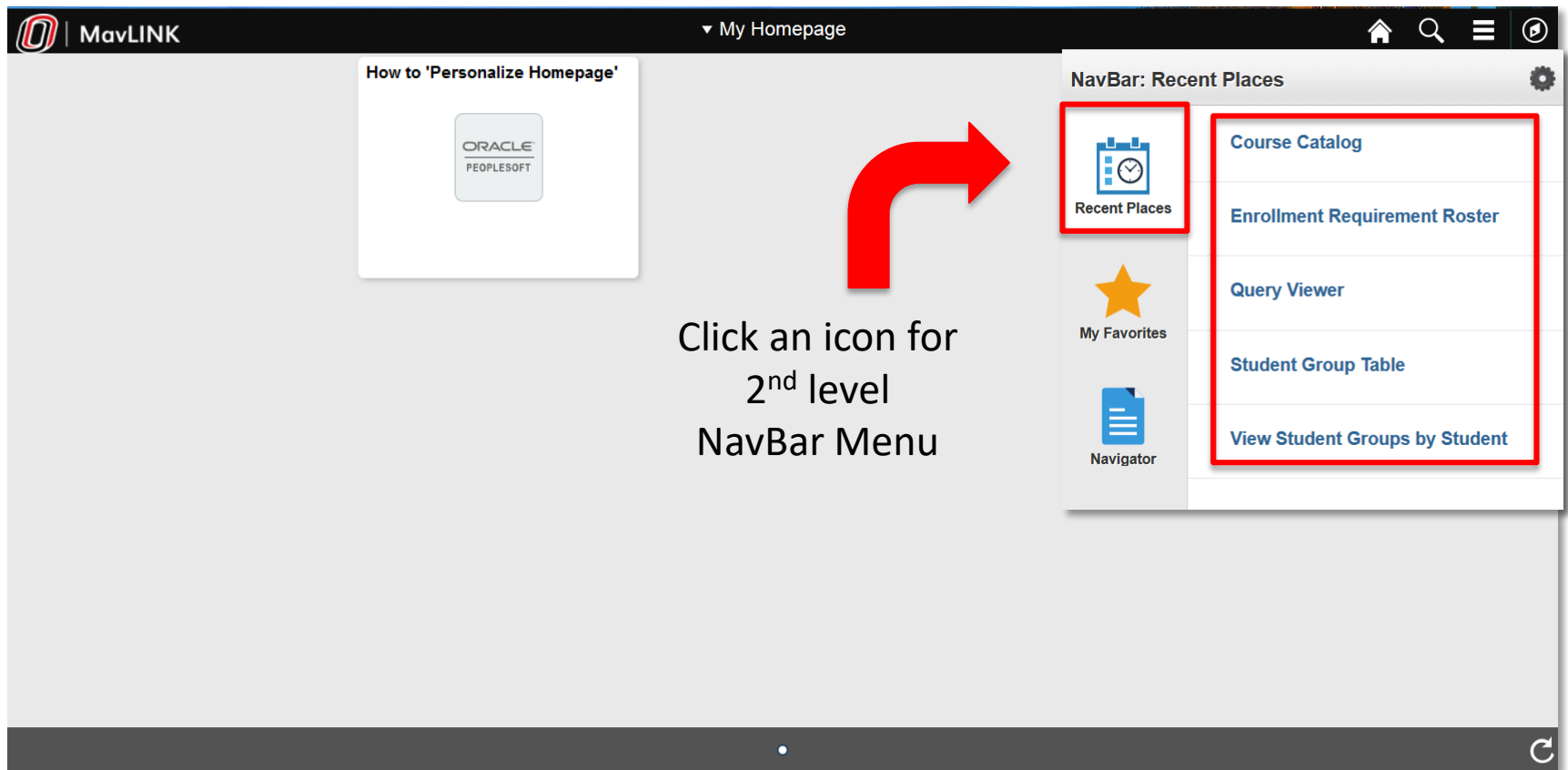
The NavBar itself contains three items: "Recent Places" with a calendar icon, "My Favorites" with a star icon, and "Navigator" with a document icon.

Right Side Navigation – Navigation Bar

- **Recent Places** – Displays recent pages the user has visited
- **My Favorites** – Customizable “favorite” or frequently used pages a user can set up in order to cut down navigation time to these pages
- **Navigator** – Displays the top-level menu and subsequent pages underneath



NavBar: Recent Places – Displays the most recent PeopleSoft screens the user has visited. The user can easily navigate back to these recent screens using this icon.



The screenshot shows the MavLINK interface with a black header bar containing the MavLINK logo, a dropdown menu for 'My Homepage', and navigation icons (home, search, menu, refresh). The main content area is light gray. On the left, there is a white box titled 'How to 'Personalize Homepage'' containing an 'ORACLE PEOPLESFT' logo. On the right, the 'NavBar: Recent Places' menu is open, showing a list of recent screens: 'Course Catalog', 'Enrollment Requirement Roster', 'Query Viewer', 'Student Group Table', and 'View Student Groups by Student'. A red arrow points from the text 'Click an icon for 2nd level NavBar Menu' to the 'Recent Places' icon in the NavBar menu. The 'Recent Places' icon is also highlighted with a red box. The 'NavBar: Recent Places' menu is also highlighted with a red box.

How to 'Personalize Homepage'

ORACLE
PEOPLESFT

NavBar: Recent Places

Recent Places

My Favorites

Navigator

Course Catalog

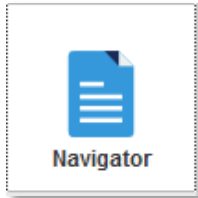
Enrollment Requirement Roster

Query Viewer

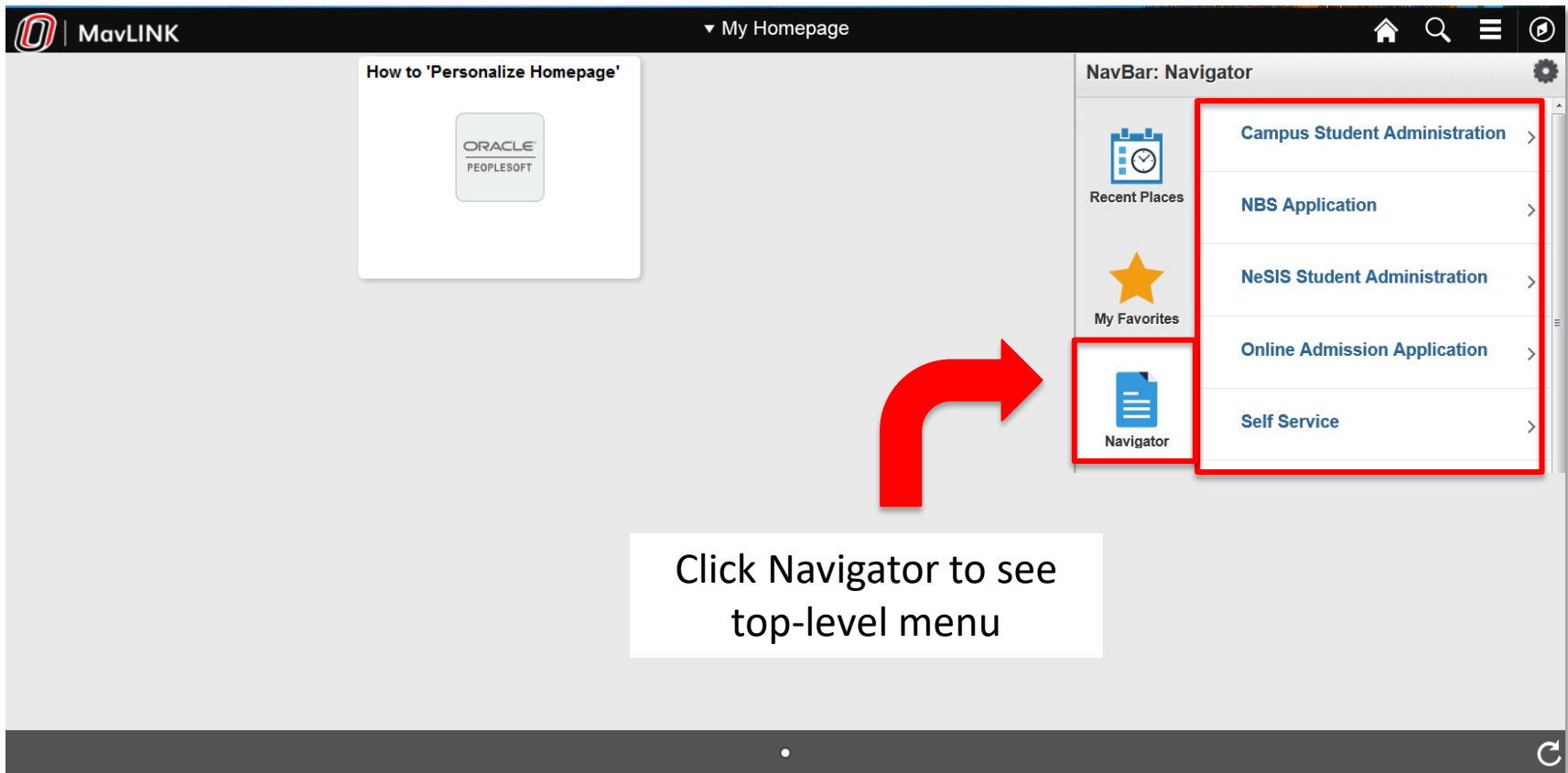
Student Group Table

View Student Groups by Student

Click an icon for
2nd level
NavBar Menu

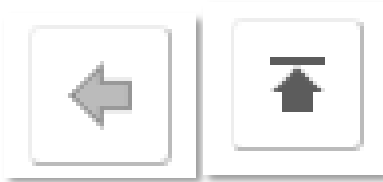


NavBar: Navigator – The user can click on any of the top-level menus to navigate to PeopleSoft screens under those menus.

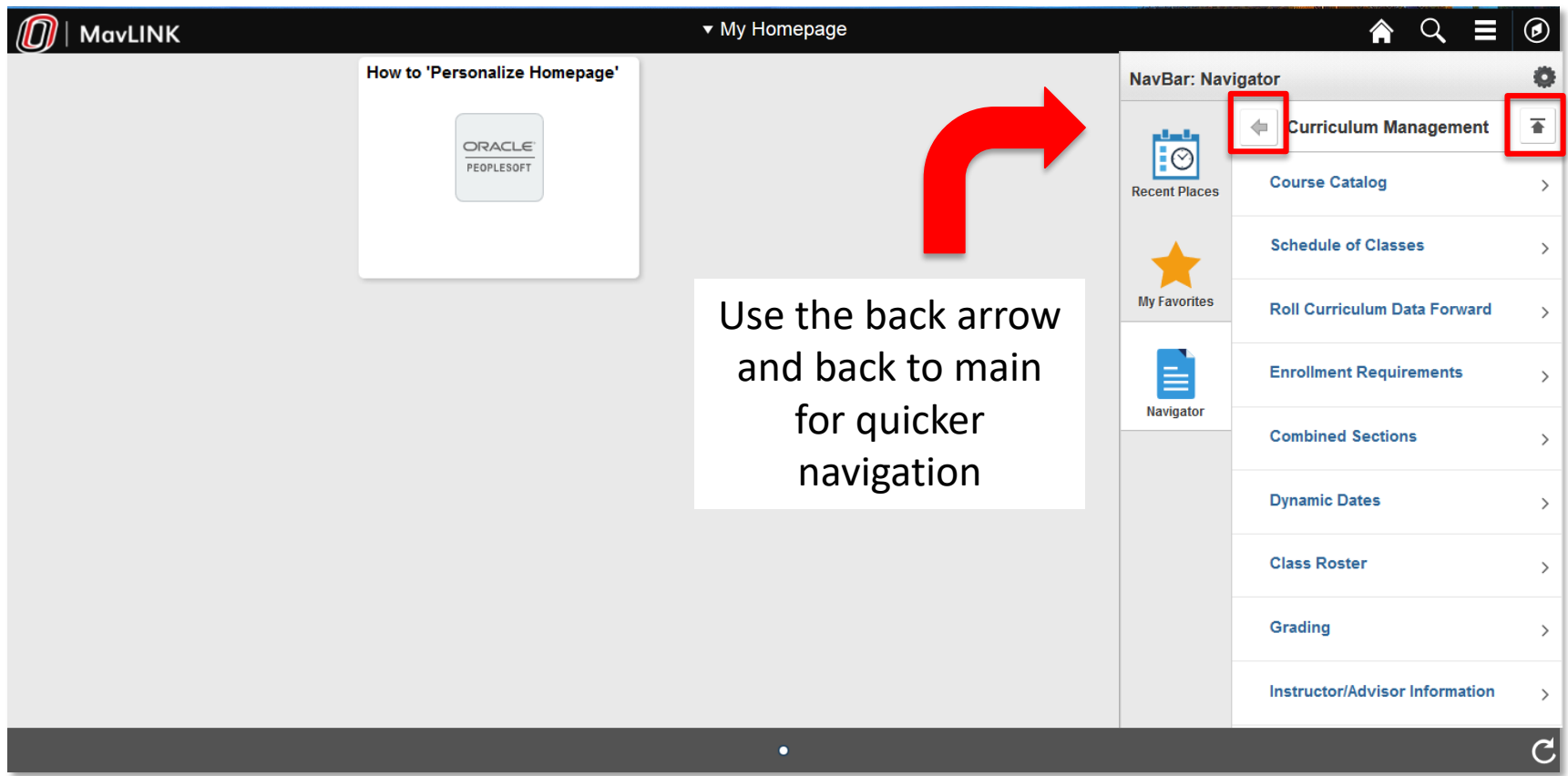


The screenshot shows the MavLINK interface with a black header bar containing the MavLINK logo, a 'My Homepage' dropdown, and navigation icons (home, search, menu, refresh). The main content area is light gray. On the left, there's a 'How to 'Personalize Homepage'' section with an 'ORACLE PEOPLESFT' button. On the right, the 'NavBar: Navigator' sidebar is open, showing a list of top-level menus: 'Campus Student Administration', 'NBS Application', 'NeSIS Student Administration', 'Online Admission Application', and 'Self Service'. A red arrow points from the 'Navigator' icon in the sidebar to the expanded menu list.

Click Navigator to see top-level menu



NavBar: Navigator – The user can go back one level or return to the main menu within the Navigator by using the back arrow button and back to main button.



MavLINK ▾ My Homepage

How to 'Personalize Homepage'

ORACLE
PEOPLESFT

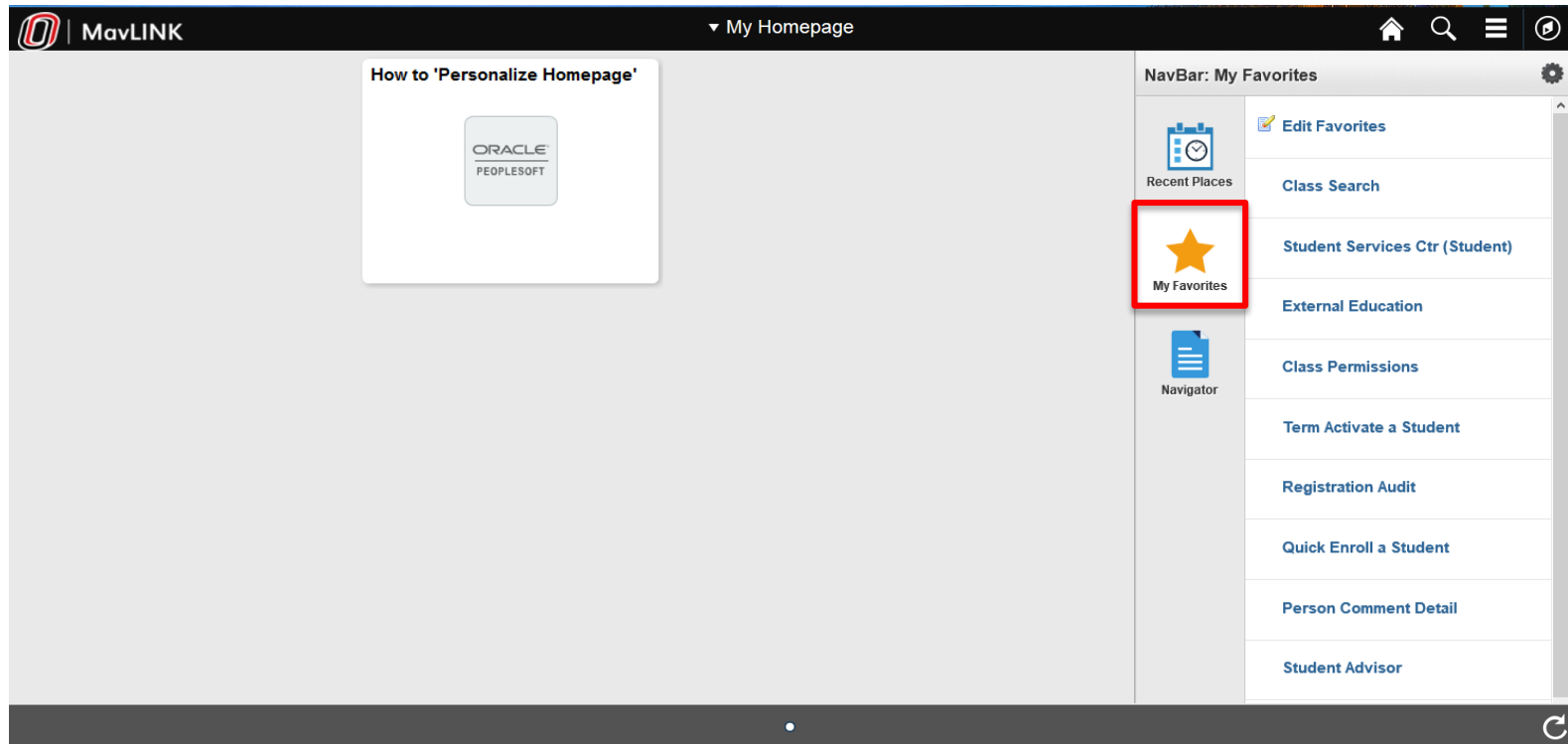
Use the back arrow and back to main for quicker navigation

NavBar: Navigator

- Recent Places
- My Favorites
- Navigator
- Curriculum Management
- Course Catalog
- Schedule of Classes
- Roll Curriculum Data Forward
- Enrollment Requirements
- Combined Sections
- Dynamic Dates
- Class Roster
- Grading
- Instructor/Advisor Information




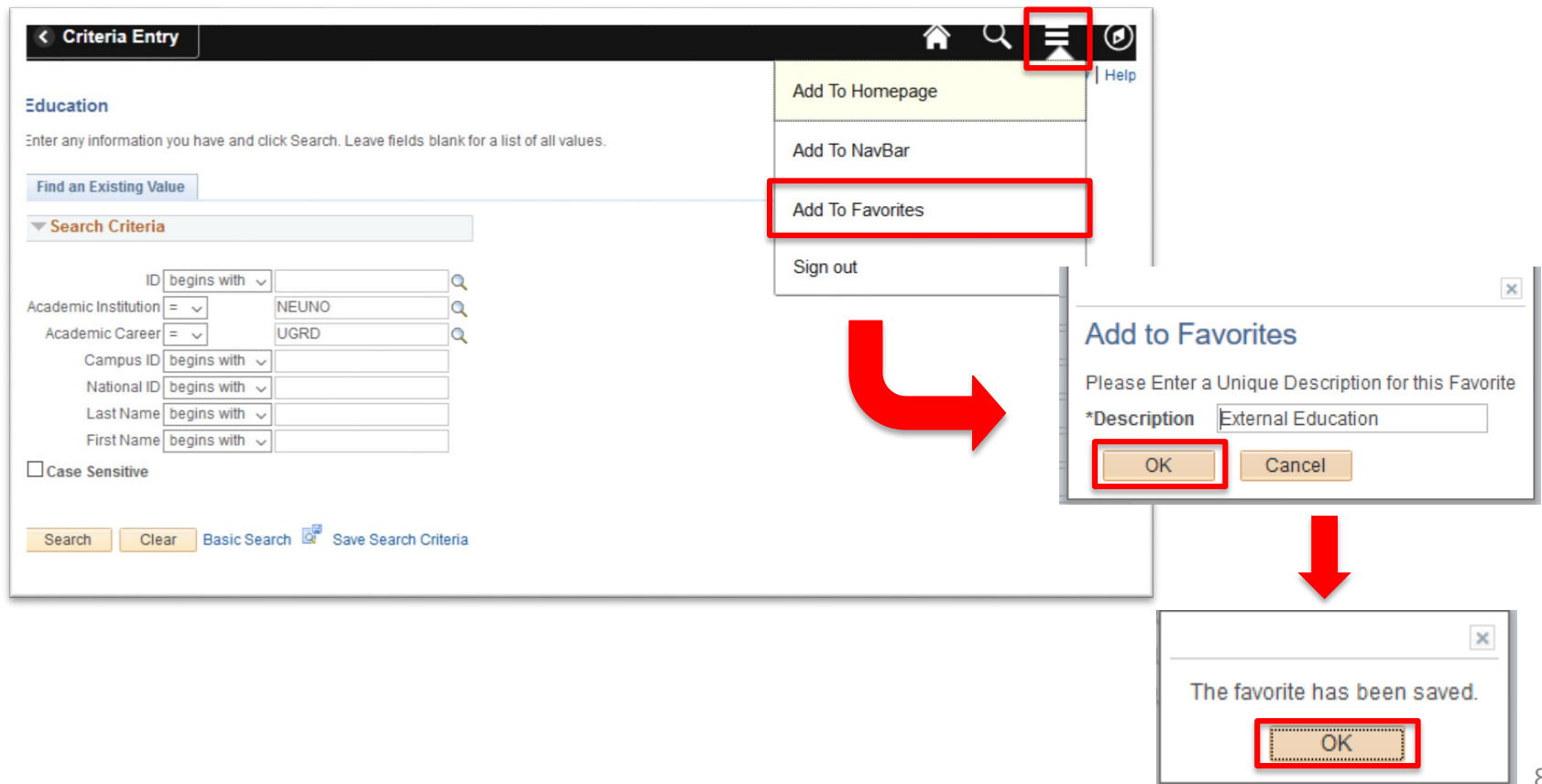
“My Favorites”– The user can setup pages that they frequently use to navigate quickly to these screens.





How to add My Favorites –

1. Navigate to a frequently used page
2. Click the Actions List Hamburger Menu 
3. Click on **“Add to Favorites”**
4. Use the default description/type in a description
5. Click **“OK”**



Criteria Entry

Education

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

ID begins with

Academic Institution = NEUNO

Academic Career = UGRD

Campus ID begins with

National ID begins with

Last Name begins with

First Name begins with

☐ Case Sensitive

Search Clear Basic Search Save Search Criteria

Add To Homepage

Add To NavBar

Add To Favorites

Sign out

Add to Favorites

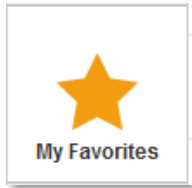
Please Enter a Unique Description for this Favorite

*Description External Education

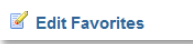

OK Cancel

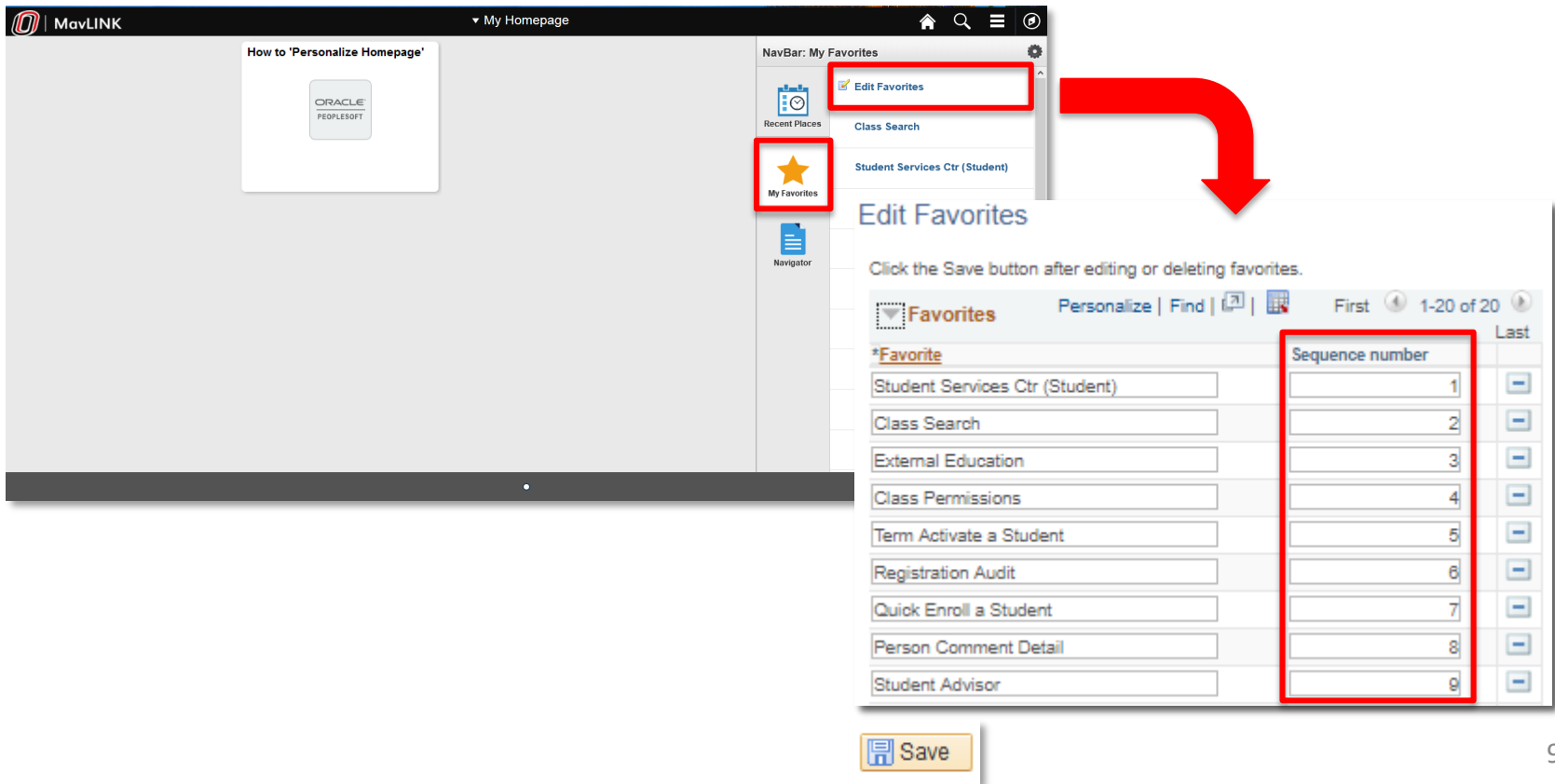
The favorite has been saved.

OK



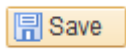
How to edit My Favorites –

1. Navigate to My Favorites
2. Click on **“Edit Favorites”** 
3. Enter a Sequence number to order Favorites as desired; click **“Save”**
4. If wanting to **delete** a Favorite, click the minus icon next to the Sequence number and click **“Save”** 



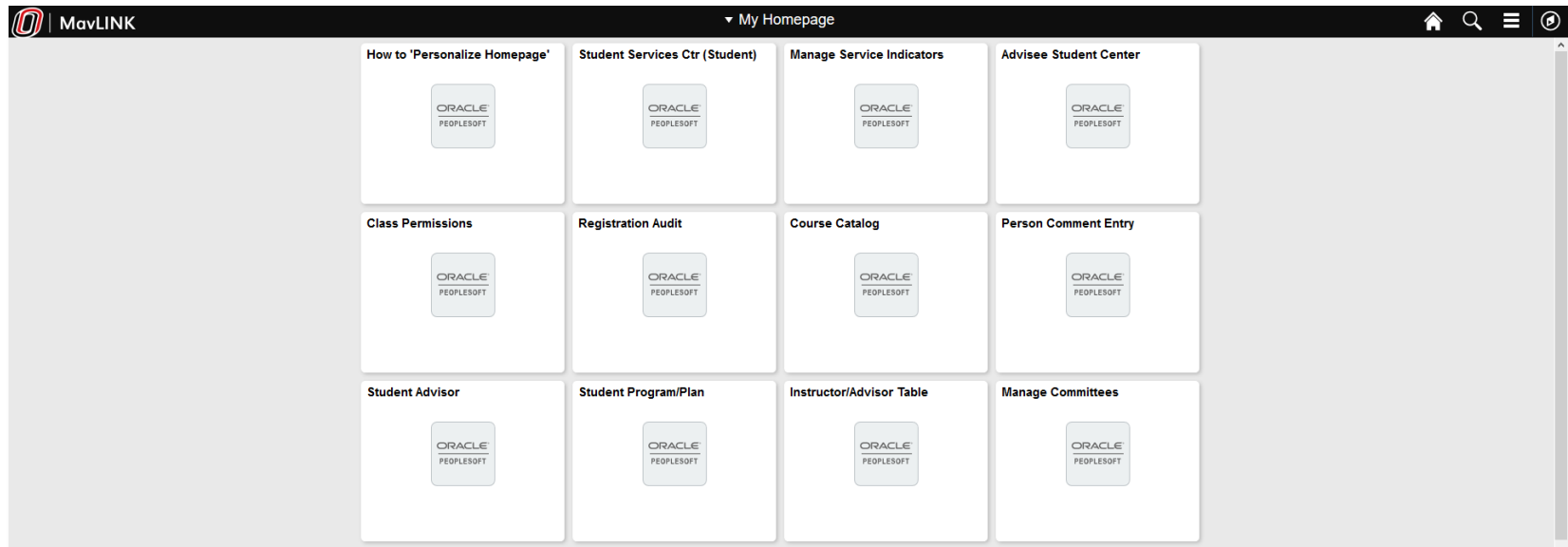
The screenshot shows the MavLINK interface with the 'Edit Favorites' modal window open. The modal window displays a list of favorites with a 'Sequence number' column and a 'Last' column. A red box highlights the 'Sequence number' column, and a red arrow points from the 'Edit Favorites' button in the sidebar to the modal window.

| *Favorite | Sequence number | Last |
|--------------------------------|-----------------|------|
| Student Services Ctr (Student) | 1 | - |
| Class Search | 2 | - |
| External Education | 3 | - |
| Class Permissions | 4 | - |
| Term Activate a Student | 5 | - |
| Registration Audit | 6 | - |
| Quick Enroll a Student | 7 | - |
| Person Comment Detail | 8 | - |
| Student Advisor | 9 | - |



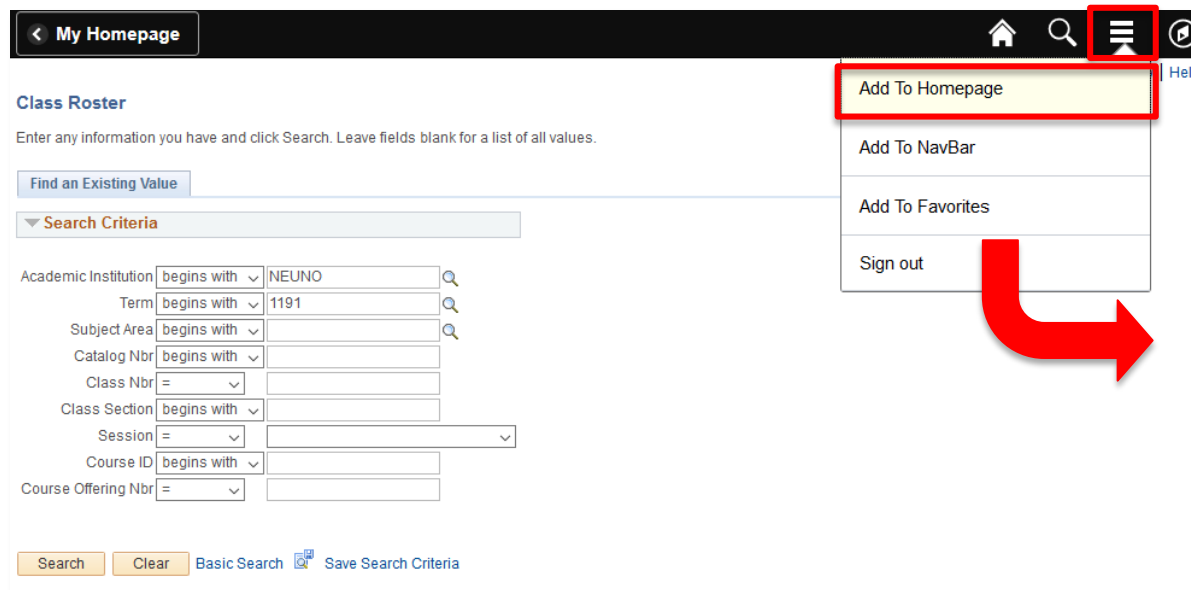


Tiles – Similar to Favorites, the user can setup tiles for PeopleSoft screens that they frequently use. These tiles display on the user's **My Homepage**. These tiles then take the user directly to the PeopleSoft screen listed.



How to add Tiles to My Homepage–

1. Navigate to a frequently used page
2. Click the Actions List Hamburger Menu
3. Click on **“Add to Homepage”**
4. Choose **“My Homepage”** or create a new Homepage
5. Click **“OK”**

< My Homepage

Class Roster

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

▼ Search Criteria

Academic Institution

Term

Subject Area

Catalog Nbr

Class Nbr

Class Section

Session

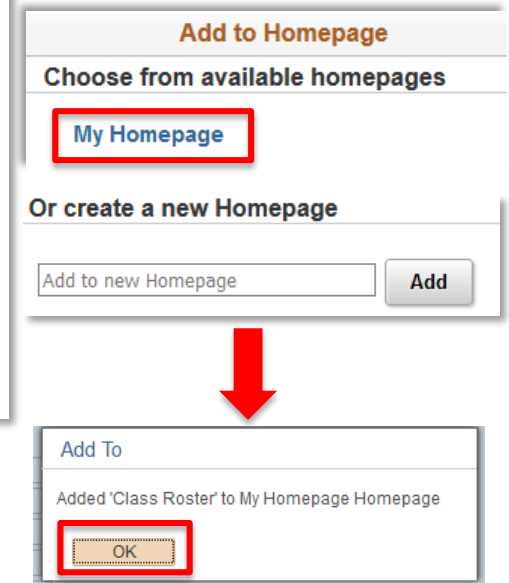
Course ID

Course Offering Nbr

[Basic Search](#)

Actions List Hamburger Menu

- Add To Homepage
- Add To NavBar
- Add To Favorites
- Sign out



Add to Homepage

Choose from available homepages


My Homepage

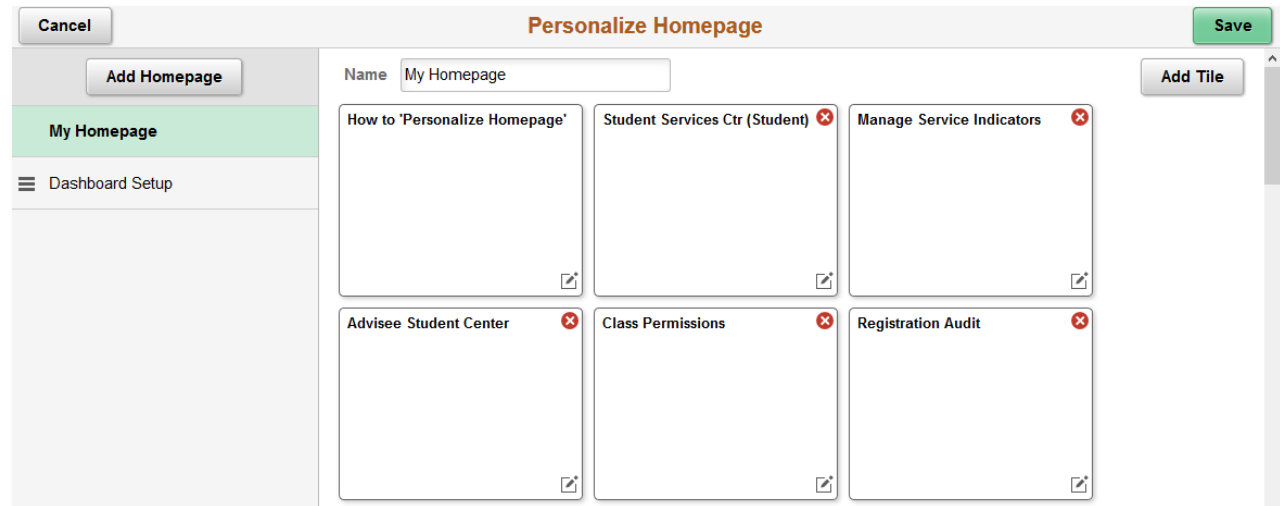
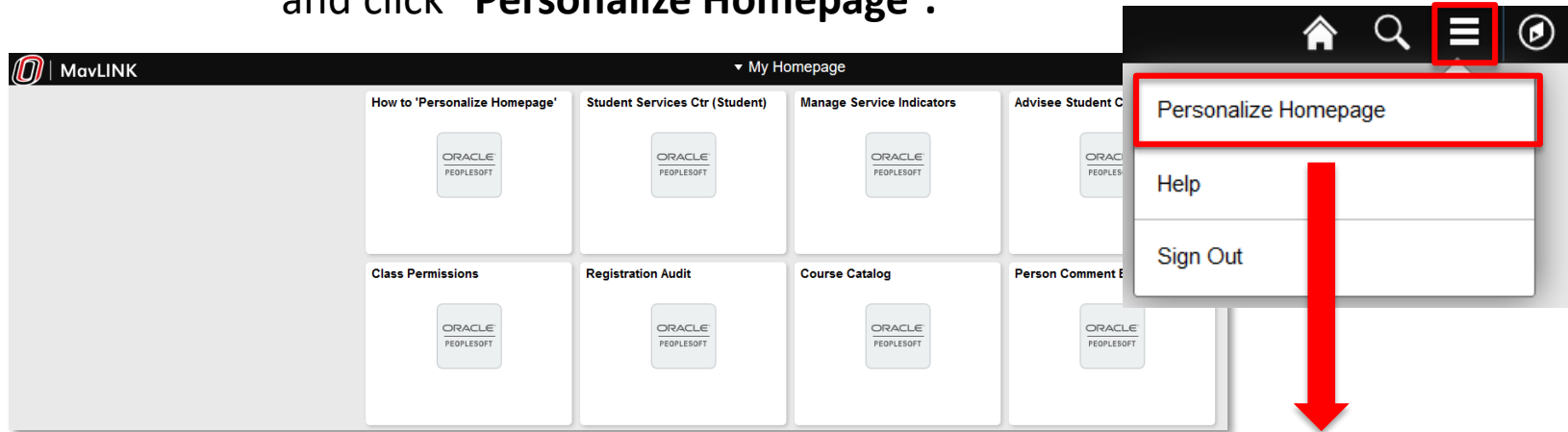
Or create a new Homepage

Add To


Added 'Class Roster' to My Homepage Homepage

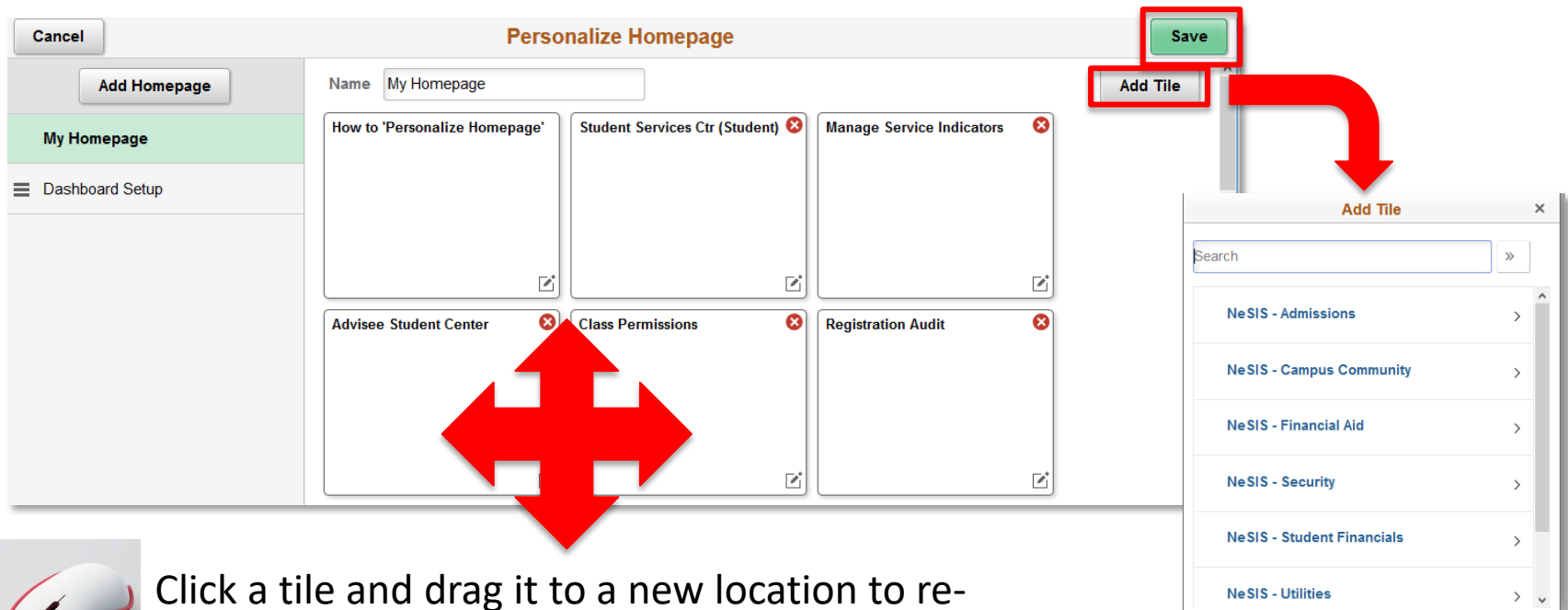


Personalize Homepage – Similar to Favorites, the user can edit the sequence in which tiles appear on My Homepage. From the My Homepage screen, click the Actions List/Hamburger Menu  and click **“Personalize Homepage”**.



Personalize Homepage – Users can do the following on this page:

- Drag tiles (click tile to drag) to determine the order on which they appear on My Homepage
- Delete tiles using the  icon in the upper-right of each tile
- Add tiles using the **“Add Tile”** button in the upper-right and searching for screens
- Add a Homepage by clicking the “Add Homepage” button in the upper-left. (Some users might like to group similar/related screens together on separate homepages).



Click a tile and drag it to a new location to re-order how tiles appear on the My Homepage.