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

**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.

**Navigation Bar “NavBar”**
This icon opens the NavBar menu which allows the user to navigate to the various screens in PeopleSoft.
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.

Users can click the gear icon to reorder the icons on their NavBar.
**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.

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.
**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.
“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”
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”
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”
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 \( \times \) 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 reorder how tiles appear on the My Homepage.