**HRMS Fluid User Interface**

The PeopleSoft Fluid User Interface utilizes newer web-based technology that will recognize the device that’s being used and adjust the page layout and formatting—from large screen devices, such as laptops and desktops, to the reduced viewing space of tablets and smartphones.

**NOTE** – As of go-live (weekend of 12/15/2017), we currently are *not* using any Fluid pages other than the homepage options we will discuss; all other screens are still “classic”. Other Fluid pages will be introduced when HRMS is upgraded to version 9.2 in 2018.
First Time Logging In

Prior to logging in for the first time after this Fluid Interface, *all* browsers need to have the cache and cookies cleared. For instructions on how to do this, please consult the NDUS Help Desk FAQ page at [helpdesk.ndus.edu/faq](http://helpdesk.ndus.edu/faq).

**NOTE** – when clearing cache/cookies, ensure that *all* boxes are checked in the options.
Once logged into HRMS, the desktop will look similar to the following (except the top banner pictured in red will be BLUE in production).

The top banner is essentially the menu bar. You can see in the middle of the page “Employee Self Service” is the homepage currently displayed. When there are multiple homepages to which users have access, they switch to other Fluid homepages using this drop-down list. Note the Tiles on the homepage.
Previous Look of Classic Desktop
Tiles vs Favorites

A Tile is a new feature in Fluid. A Tile is a “Frequent” favorite. You may want to add a Tile to a homepage for pages you go to every time you are in HRMS.

A Favorite is a feature that was available in classic and is still available in Fluid. A Favorite is a page you may visit occasionally that you don’t want to worry about remembering the full navigation. All previously saved Favorites from classic will transfer to Fluid.
Icons on the Right Banner in Fluid

Note these five icons on the right on the new desk top:
Home: Takes the user back to the homepage.

Search: Used to perform a search for key words or phrases. Example: ‘Job Data’ or ‘W-2’.

Notification: Shows messages for actions a user must take, such as approve a leave request.

Personalization: Displays the personalization/action menu based on the page you’re viewing. Allows users to add/customize homepages and the navigation bar. *Indicates that the menu option will differ depending on the page the user is currently viewing.

*Personalize Homepage (when viewing a homepage): Allows the user to add, remove or move tiles within their homepage(s).

*Add to Homepage (when viewing a regular page): Adds a tile to the desired homepage, enabling the user to access the page directly from that homepage.

*Add to NavBar (when viewing a regular page): Adds a shortcut to the left-hand side of the NavBar, enabling access to that page directly from the NavBar.

*Add to Favorites (when viewing a regular page): Adds a link to the My Favorites in the NavBar.

*My Preferences: Modify settings that control a variety of options in the interface based on your preferences.

Help: Takes the user to the website that contains help information.

Sign Out: Signs the user out.

Navigation: Used to display the navigation bar (“NavBar”). Access additional navigational options.
Today’s session we will only talk about a couple of the features in the Personalization and Navigation icons.
Let’s take a closer look at Personalizations icon. First, take note that this is where you Sign Out.

<table>
<thead>
<tr>
<th>Personalize Homepage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Publish Homepage</td>
</tr>
<tr>
<td>My Preferences</td>
</tr>
<tr>
<td>Help</td>
</tr>
<tr>
<td>Sign Out</td>
</tr>
</tbody>
</table>
Next, by selecting Personalize Homepage, a new window opens. There are two ways to add tiles to My Homepage: 1) Select Add Tile button on the right side of the screen and then choose from the pages available in the pop-up window. 2) Navigate to the page, select the Personalizations icon, then Select Add to Homepage.
Users can also create their own homepage by selecting Add Homepage on the left side of the screen. The following window opens. The user can name their homepage and select Add. Then start adding tiles just like they can do with My Homepage.
Next, let’s take a closer look at the Navigations icon. Selecting it opens the Navbar. It replaces the old navigation that was along the top left of the screen.
Previous Look of Classic Desktop
By selecting Recent Places, the user will see the last five pages that they previously accessed in the system (see below).
By selecting My Favorites, all the Favorites that saved previously will be viewed here.
By selecting Navigator, this is where all the pages are located to navigate to, similar to the Main Menu used previously.
Questions??