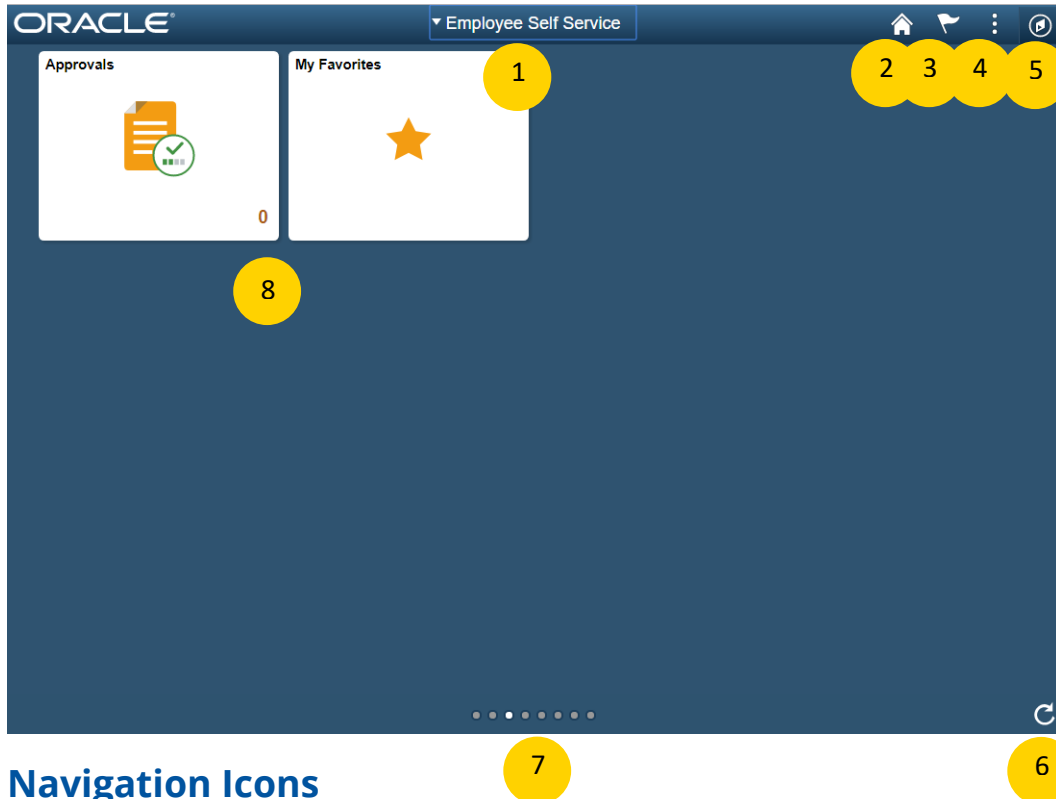


# UD Financials Job Aid

## Research Admin: Homepage Navigation

**Overview:** The screenshot below outlines many of the features and links found on the UD Financials Homepage



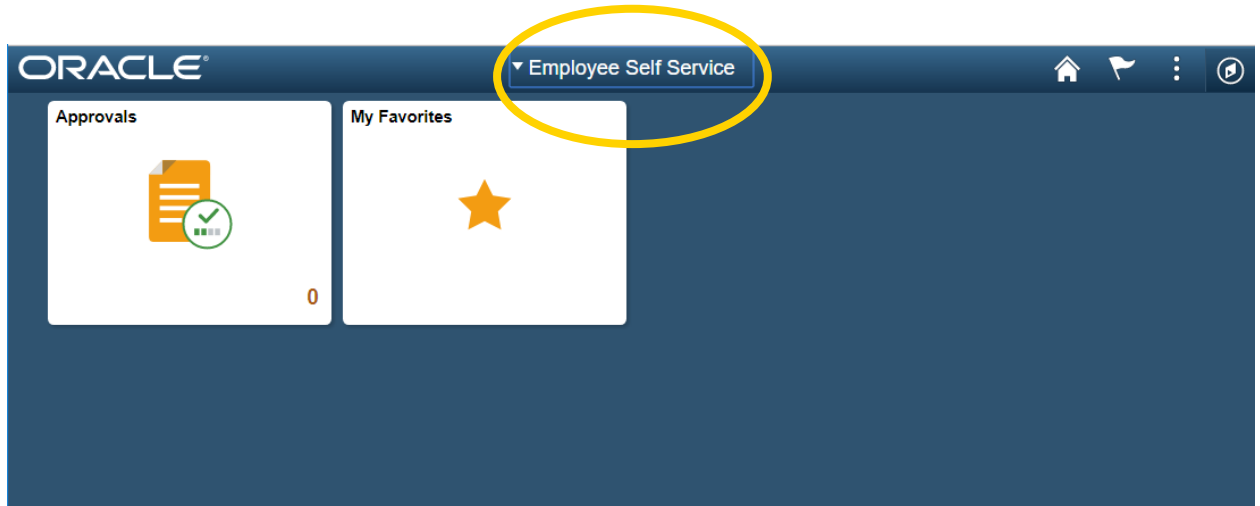
### Navigation Icons

- Clockwise from top center:
  - 1) Homepage drop-down selection - Use to switch between any homepages to which you have access.
  - 2) Home button - Click this from any screen to return to your homepage.
  - 3) Notifications - UD is not implementing any Notifications functionality at go-live.
  - 4) The Actions List or “hamburger” - Press the Actions List button to reveal actions you can make based on your location in the application, and to Sign Out.
  - 5) NavBar (looks like a compass) - Click this to access the Navigator which will take you to the menu you already know from PeopleSoft version 9.1.
  - 6) Refresh button - Refreshes all tiles on homepage.
  - 7) Homepage indicator - just shows the total number of available homepages, represented by a small circle.
  - 8) Tiles – Click on the various tiles to take you to pages within UD Financials

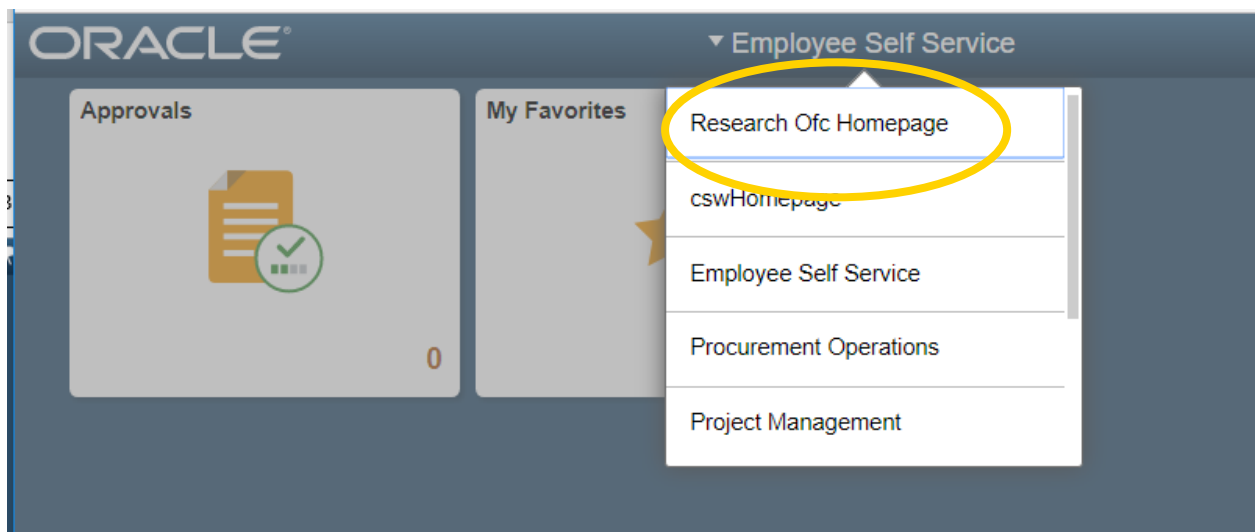
# Navigating to the Research Office Homepage

## Step One

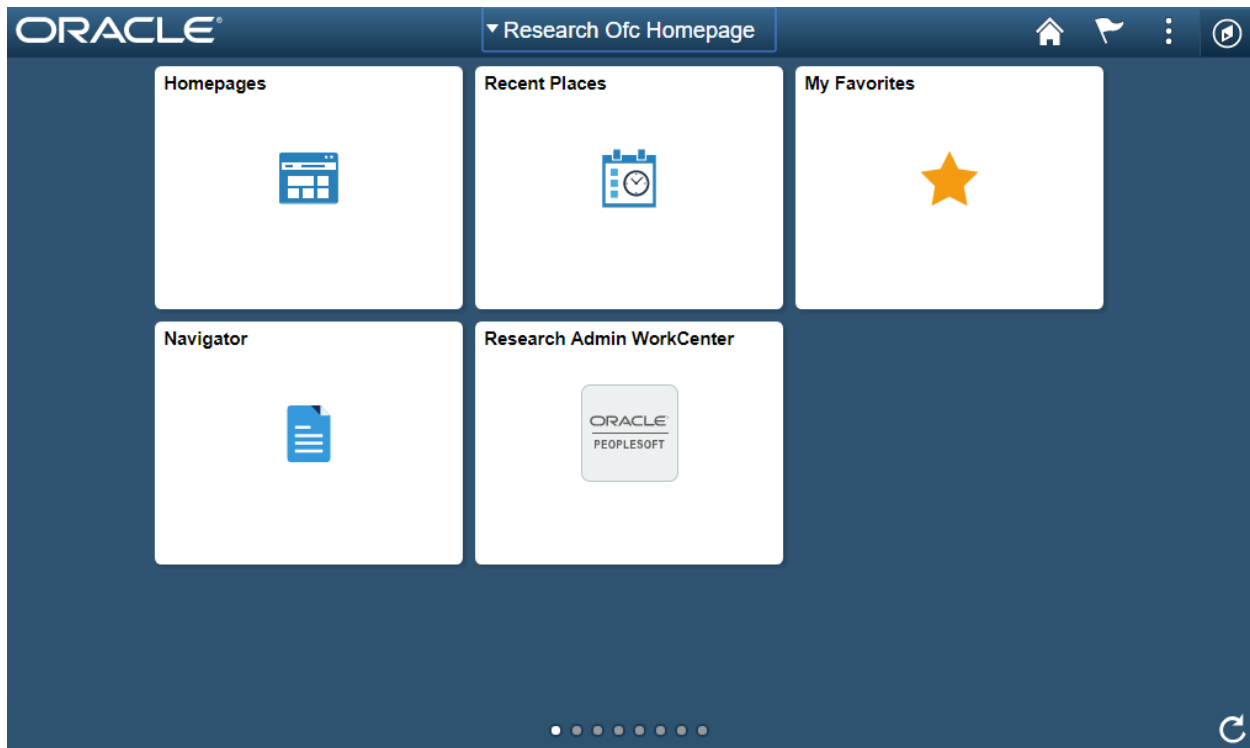
- From the landing page, click on the Homepage drop-down selection item



- Select Research Ofc Homepage from the list



- This will take you to the Research Ofc Homepage.



- Click on a tile to navigate to various areas:
  - 1) Homepages – to see the list of available Homepages
  - 2) Recent Places – retains links to the last 5 pages accessed
  - 3) My Favorites – links to pages you have designated as favorites
  - 4) Navigator – same menu as former “Main Menu.” Same links as under the NavBar> Navigator.
  - 5) Research Admin WorkCenter – new page to access pages needed for proposal entry and review