The menu groups and menu items have not changed in this new version of PeopleSoft Financials. What is different is the menu’s display and use.

**Personalize Content – Change Menu Display Options**

By default, the home page of PeopleSoft Financials displays similar to the screenshot shown above.

- The drop-down Main Menu option is available.
- The pagelet for the Top Menu Features Description displays.

1. To select other menu display options, click on the **Content** link in the upper left area of the PeopleSoft window.

2. Click to mark either the Menu - Classic or the Main Menu option.
3. Click on Save. The selected menu option displays.

**Notes:**

- The changes now are available whenever you login to PeopleSoft on any computer. The changes are associated with your PeopleSoft ID and do not affect other users.
- The drop-down Menu and breadcrumbs still are available for use with any menu option.
- The Menu and Menu – Classic options are similar in display.
- A menu option can be deselected or selected at any time.
- Unmark all the checkboxes on the Personalize Content page to use only the drop-down menu and breadcrumbs.
Selecting the My Reports Option

In addition to the selection of a menu option, the My Reports pagelet may display.
1. Click on the **Content** link in the upper left area of the PeopleSoft window.
2. Mark the checkbox for My Reports.
   The My Reports pagelet displays on the left side of the PeopleSoft window.
   A link to the Report Manager also displays at the bottom of the pagelet.

Personalize the Home Page

1. Click on the **Content** link in the upper left area of the PeopleSoft window.
2. Mark the checkbox for My Reports.
   The My Reports pagelet displays on the left side of the PeopleSoft window.
   A link to the Report Manager also displays at the bottom of the pagelet.

Personalize Layout - Move the Pagelets

1. Click on the **Layout** link in the upper left area of the PeopleSoft window.
   The Personalize Layout page displays.
2. At Basic Layout, select the number of columns in which to divide the home page.

   ![Basic Layout](Image)

3. In the Left Column box, click once on the item to be moved.
   In this example, the My Reports item is selected.

   ![Left Column](Image)

4. Use the Move buttons to place the selected item in another column or above/below the item’s current location on the home page. In this example, My Reports is moved to the center column and Menu-Classic is moved above Top Menu Features Description.

   ![Move Buttons](Image)

5. Click on **Save** to save the Layout changes and display the Home page.

   ![Save Button](Image)

6. Drag and drop can be used to move the menu/pagelet on the home page.
   - Place the mouse pointer on the title bar of the item, such as **Menu - Classic** or **My Reports**.
   - Hold down the mouse button and drag the menu/pagelet to another location on the home page.
   - Release the mouse button to drop the menu/pagelet in the new location.

   ![Drag and Drop](Image)

   **Note:** The changes now are available whenever you login to PeopleSoft on any computer. The changes are associated with your PeopleSoft ID and do not affect other users. Any of the options can be selected or deselected at any time.