



Homepages by Job Function

Users can view homepages by job function. Each homepage by job function contains default tiles based on that job function. Initially when users log in to GeorgiaFIRST Self Service they land on the Employee Self-Service homepage as seen below.



In addition to the Employee Self Service homepage, users can choose from four other homepages by job function as listed below:

- Manager Self-Service
- Finance & Accounting
- eProcurement/Purchasing
- Payables Operations

Note: homepage access depends on the user's security access and institution's transaction use. If access to a particular homepage is needed, contact the institution's local Security Administrator.





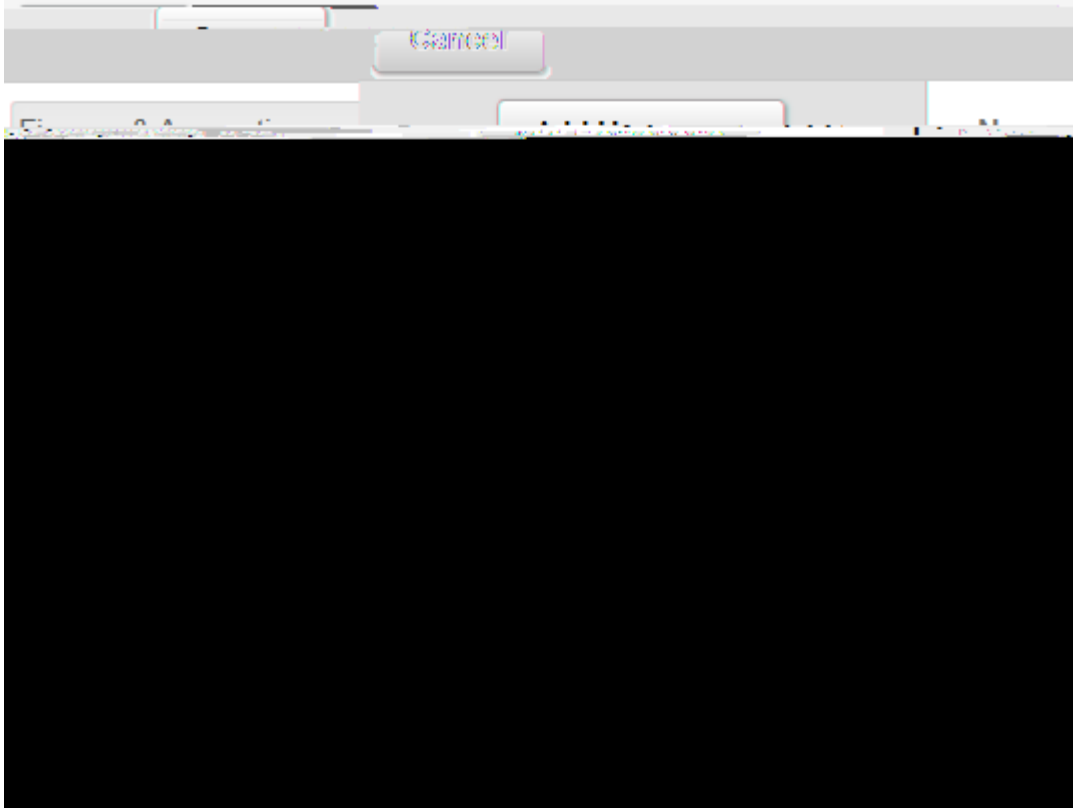
eProcurement/Purchasing Homepage21g 24.2554 9 0.2>>Bd [Ci(H)6 (om)-3 .* q 20.96 3mePHc/epur



To View Default Homepages by Job Function

Below are step by step instructions on how to view homepages by job function.

Step	Action
1.	Sign into Self-Service.
2.	Click Employee Self-Service and a dropdown menu appears as seen below

Step	Action
	<p>Note: homepage access depends on the user's security access and institution's transaction use. If access to a particular homepage is needed, contact the institution's local Security Administrator.</p> 



Step	Action
5.	Select the preferred homepage option from the list. A dashed line appears around the homepage selected as seen below. Drag and drop the preferred homepage to the top of the list. Whichever homepage is listed at the top will be the default homepage when a user logs into Self-Service.

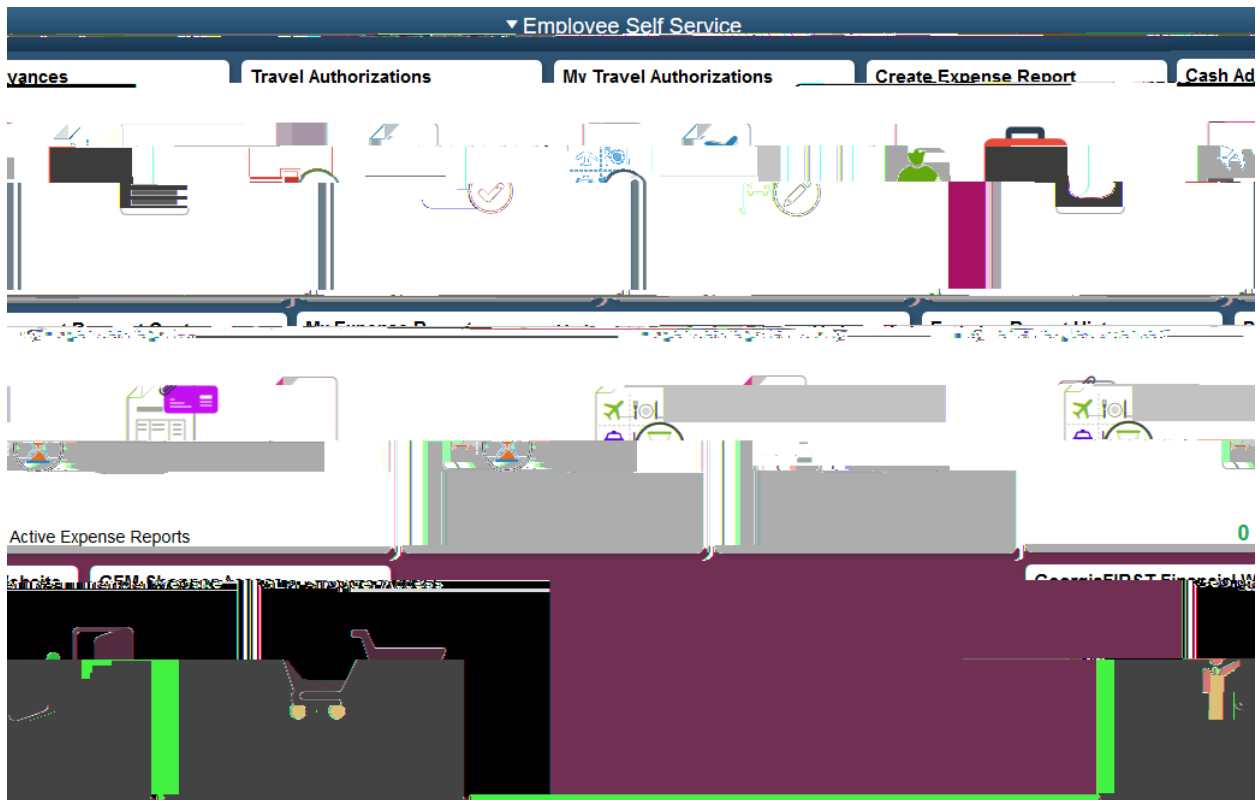
6. Click the Save button.



FLUID HOMEPAGE TILES

Each homepage by job function option contains default tiles. Default tiles provided with each homepage by job function option, as well as descriptions of each tile are below.

Employee Self-Service:



Tile Name	Description
Cash Advances	<p>The Cash Advances tile opens the Cash Advance pages Create/Modify, Print, View and Delete. Selecting one of these options navigate users to the Classic Cash Advance pages.</p> <p>The same options can be accessed by navigating to Employee Self-Service > Travel and Expenses > Cash Advances.</p> <p>Note: This tile displays only if the institution uses Cash Advances.</p>



The Travel

Travel Authorizations





	Similar information can be obtained by navigating to NavBar > Navigator > Worklist > Worklist.
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Finance & Accounting:

Tile Name	Description
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The Worklist tile appears on the following homepages:

- Finance & Accounting
-

Worklist



Asset
Management
WorkCenter

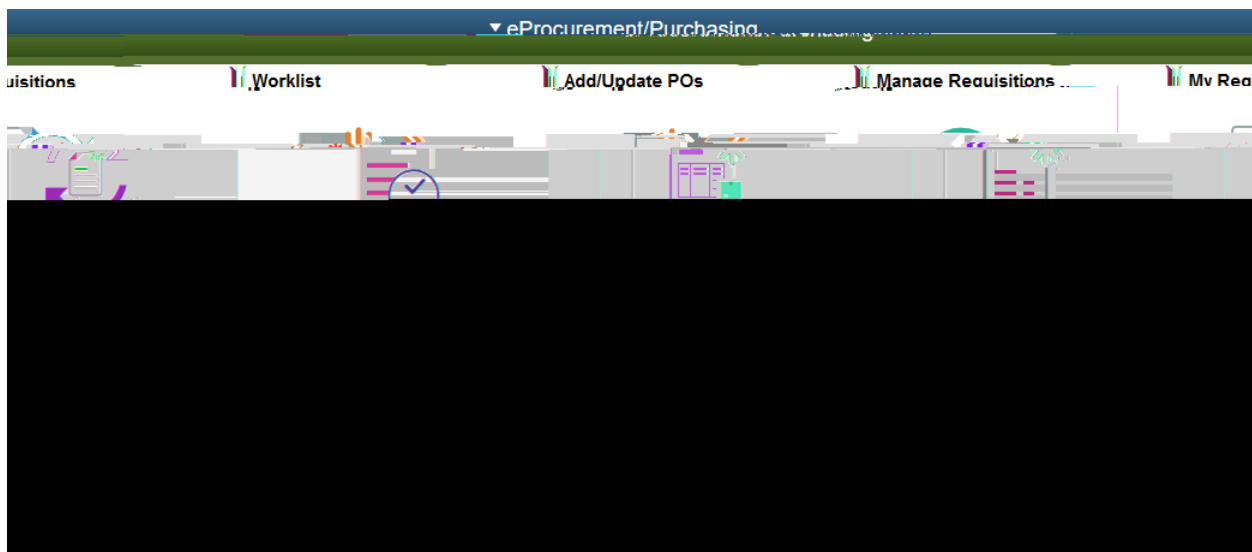
This tile provides a central area for users to access various pages and perform daily tasks without leaving the WorkCenter.

Similar information can be accessed by navigating to NavBar > Navigator > Asset Management > Asset Management WorkCenter.



<p>General Ledger WorkCenter</p>	<p>Provides a central area for users to access various pages and perform daily tasks, such as query and report access, create/update journal entries page, and look at current journal exceptions, in one tile.</p> <p>Similar information can be accessed by navigating to NavBar > Navigation > General Ledger > GL WorkCenter.</p>
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eProcurement/Purchasing:



Tile Name	Description
<p>Worklist</p>	<p>The Worklist tile appears on the following homepages:</p> <ul style="list-style-type: none"> • Finance & Accounting • Manager Self Service • eProcurement/Purchasing • Payables Operations <p>When users click on this tile, the system navigates to the Pending Worklist page, where users can select which transaction(s) they would like to approve, deny, pushback or hold.</p> <p>Similar information can be obtained by navigating to NavBar > Navigator > Worklist > Worklist.</p>



<p>Add/Update POs</p>	<p>When users click this tile, the system navigates to Add/Update PO's page. Users can enter a new PO or search for an existing Purchase Order from this page.</p> <p>The same information can be obtained by navigating to NavBar > Navigator > Purchasing > Purchase Orders > Add/Update.</p>
<p>Manage Requisitions</p>	<p>When users click this tile, the system navigates to the Manage Requisitions page. Users can perform a variety of functions from this page including search for requisitions, create new requisitions and manage receipts.</p> <p>The same information can be accessed by navigating to NavBar > Navigation > eProcurement > Manage Requisitions.</p>
<p>My Requisitions</p>	<p>When users click this tile the system navigates to the My Requisitions page and returns requisitions for the user based on the criteria defined in the filter.</p> <p>The same information can be accessed by navigating to NavBar > Navigator > eProcurement > Manage Requisitions.</p>
<p>ePro Receiving</p>	<p>This tile provides an alternative way to receive items via ePro.</p> <p>The same information can be accessed by navigating to NavBar > Navigator > eProcurement > Receive Items or NavBar > Navigator > eProcurement > Manage Requisitions > Receive Items for Action list</p>
<p>Buyer WorkCenter</p>	<p>This tile provides a central area for users to access various pages and perform daily tasks without leaving the WorkCenter.</p> <p>The same information can be accessed by navigating to NavBar > Navigator > Purchasing > Buyer WorkCenter.</p>



Payables Operations:

Tile Name	Descript 0.4oter /Type /Pagination >>
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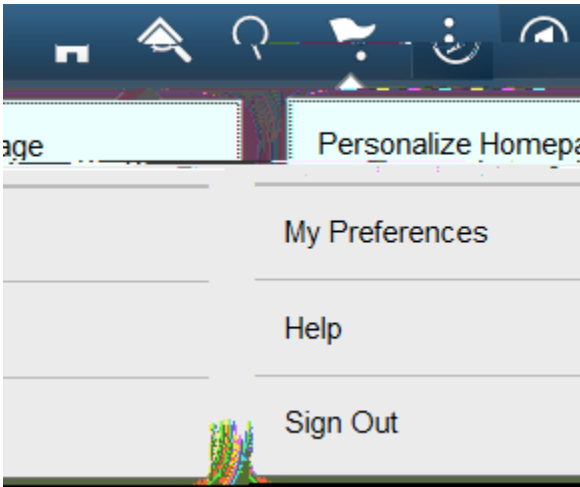
Worklist	<p>The Worklist tile appears on the following homepages:</p> <ul style="list-style-type: none">• Finance & Accounting• Manager Self Service• eProcurement/Purchasing• Payables Operations <p>When users click on this tile, the system navigates to the Pending Worklist page, where users can select which transaction(s) they would like to approve, deny, pushback or hold.</p> <p>The same information can be obtained by navigating to NavBar > Navigator > Worklist > Worklist.</p>
Voucher Inquiry	<p>When users click this tile the system navigates to the Voucher Inquiry page.</p> <p>The same information can be accessed by navigating to NavBar > Navigator > Accounts Payable > Review Accounts Payable Information > Vouchers > Voucher.</p>
Pay Cycle Manager	<p>When users click this tile the system navigates to the Pay Cycle Manager page.</p> <p>The same information can be accessed by navigating to NavBar > Navigator > Accounts Payable > Payments > Pay Cycle Processing > Pay Cycle Manager</p>
Accounts Payable WorkCenter	<p>When users click this tile the system navigates to the Accounts Payables WorkCenter which provides a central area for users to access various pages and perform daily tasks in one location.</p> <p>The same information can be accessed by navigating to NavBar > Navigator > Accounts Payable > Accounts Payable WorkCenter</p>



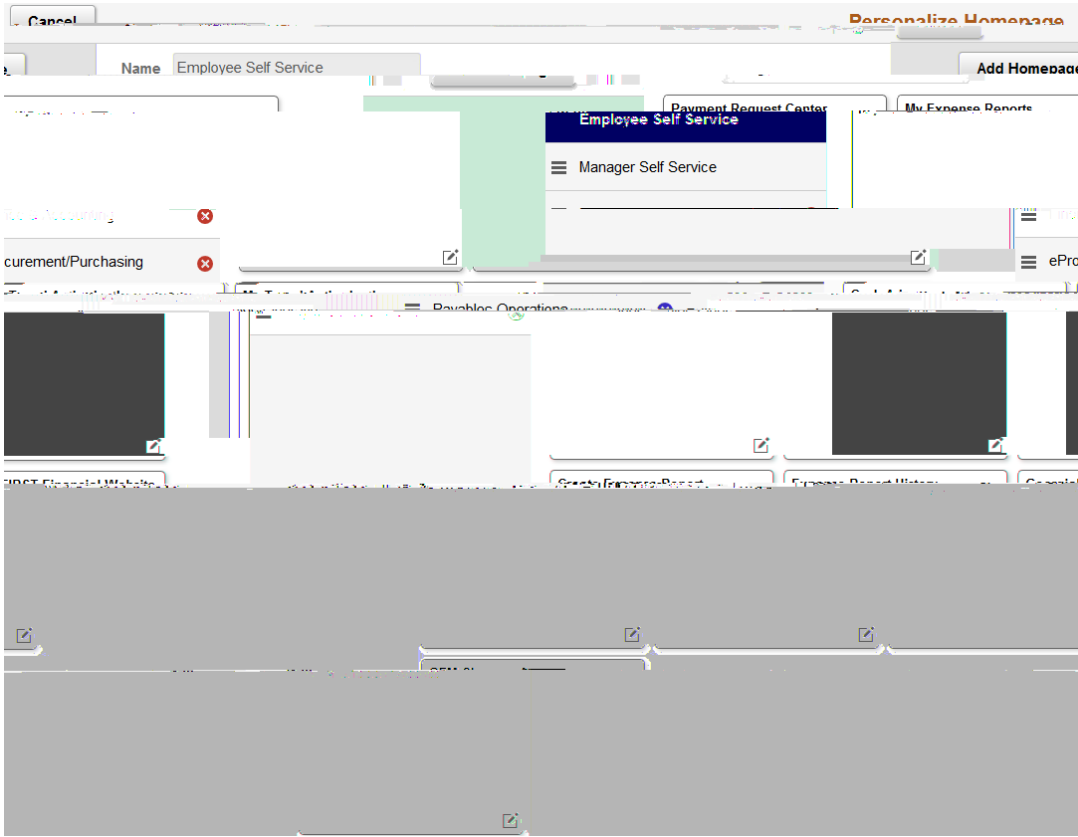
To Personalize Homepage Tiles

Additionally, each user can personalize her/his homepage tiles as needed. Below are step by step instructions on how to add and remove tiles from a homepage.

Below are step by step instructions on how to add a tile to a homepage.

Step	Action
1.	Sign into Self-Service.
2.	Click the three dots at the top right hand. 
3.	Click Personalize Homepage. 



Step	Action
4.	<p>The system navigates to the Personalize Homepage page where users can view tiles on the current homepage.</p> 







Step	Action
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4.