

Change Navigation

You can modify some of the navigation features in PeopleSoft, such as whether the cursor stops on the lookup button for each field or simply moves from one field to the next when tab is pressed.

1. Click **My Personalizations** on the menu.

The screenshot shows the UHS Finance interface. On the left is a 'Menu' sidebar with a search box and a list of categories. 'My Personalizations' is highlighted. The main area is titled 'Personalizations' and shows the user 'Lopez, Jose Luis'. Below this, it states 'Personalized settings are in effect.' and 'Changes to Personalization settings require you to log off and log back on in order to take effect.' A table titled 'Personalization Categories' lists four categories, each with a 'Personalize User Options' button. At the bottom of the main area is a 'Restore Defaults' button.

Description	Personalize User Options
General Options	Personalize User Options
Regional Settings	Personalize User Options
System & Application Messages	Personalize User Options
Navigation Personalizations	Personalize User Options

2. Click the **Personalize Option** button beside Navigation Personalizations.
3. The options for personalizing the navigation are listed. Each option provides a drop-down box to modify how PeopleSoft responds to input from the user.
4. Click the drop-down arrow and select Yes for **Automatic Menu Collapse** to have PeopleSoft collapse the menu each time a page is accessed.



Option Category: Navigation Personalizations

Personalization Option	Default Value	Override Value	
Automatic Menu Collapse	No	Yes	Explain
Tab over Calendar Button	No		Explain
Tab over Grid Tabs	No		Explain
Tab over Header Icons	No		Explain
Tab over Lookup Button	No		Explain
Tab over Navigation Bar	No		Explain
Tab over Browser Elements	No		Explain
Tab over Page Links	No		Explain
Tab over Related Page Links	No		Explain
Tab over Toolbar	No		Explain

Restore Category Defaults

OK

Cancel

5. The remaining options specify which page elements should be skipped when a Tab key is pressed.
6. Click **OK** to save the Personalized Options.
7. If you change your mind about a personalization, access the page and change one option at a time or restore all navigation options to the original settings by clicking the **Restore Category Defaults** button.