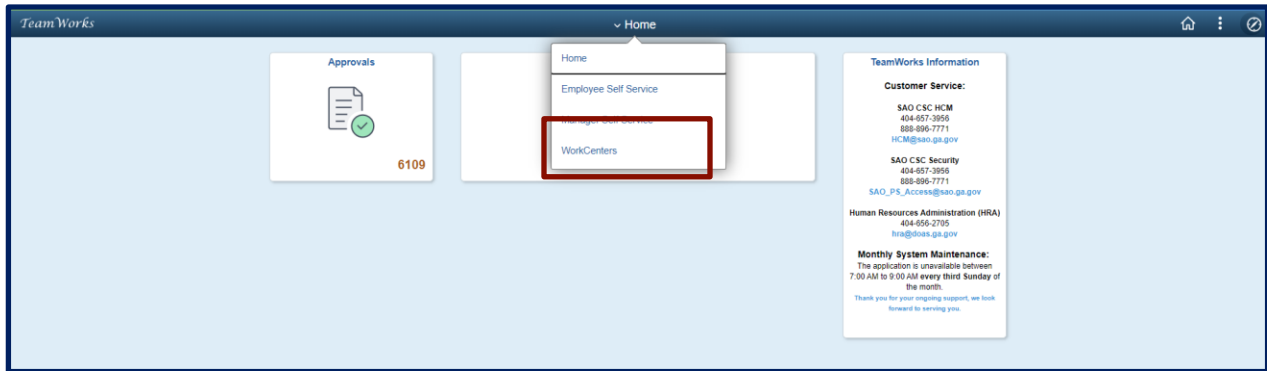


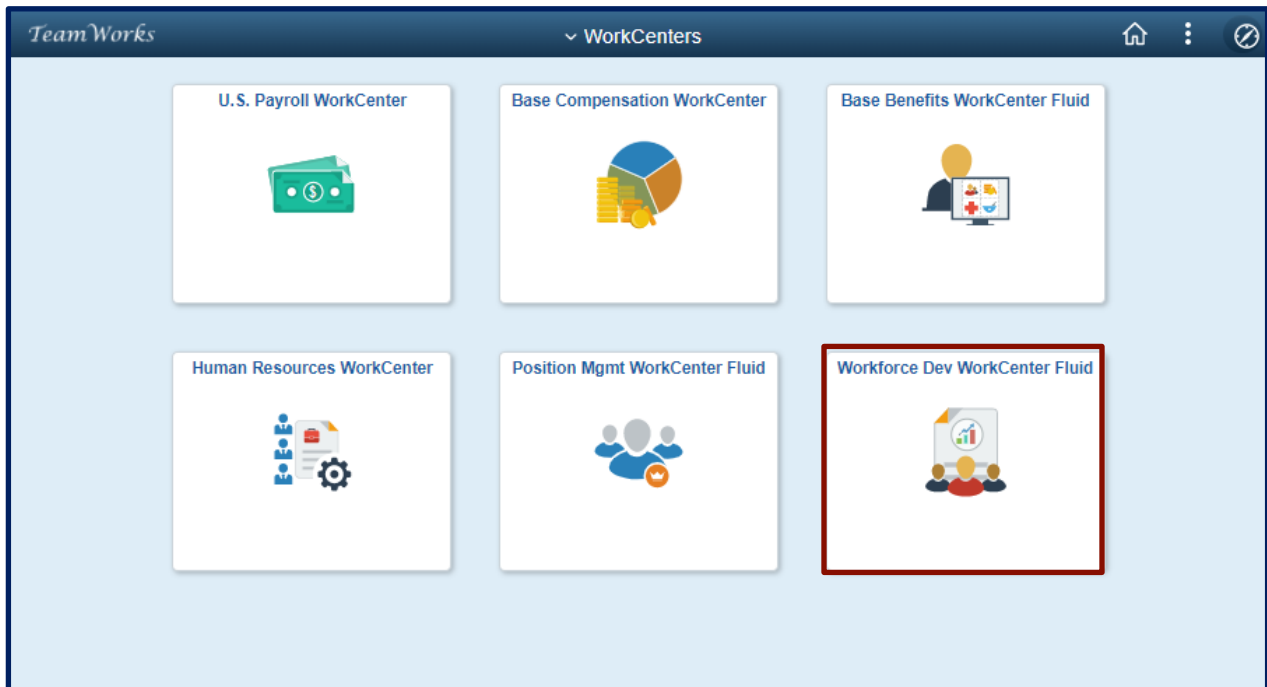
WorkCenter – Personalizations

Using the WorkCenter, users have the option to personalize the WorkCenter information page.

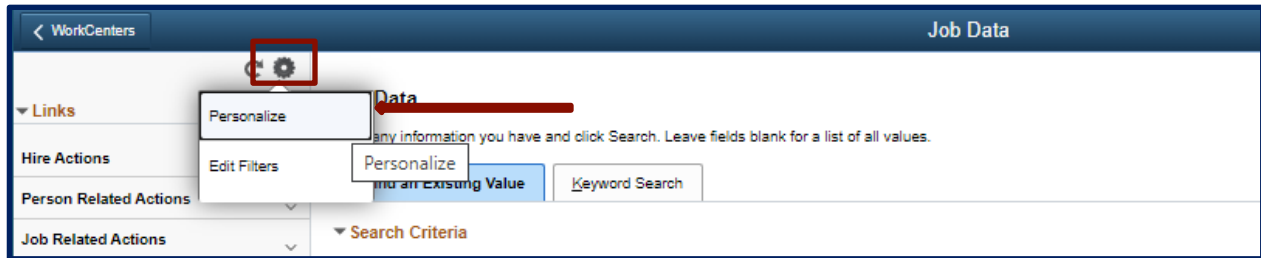
Navigation: Home > WorkCenters



- For this example, select the appropriate WorkCenter (**Note:** The page varies based on each person’s security access)

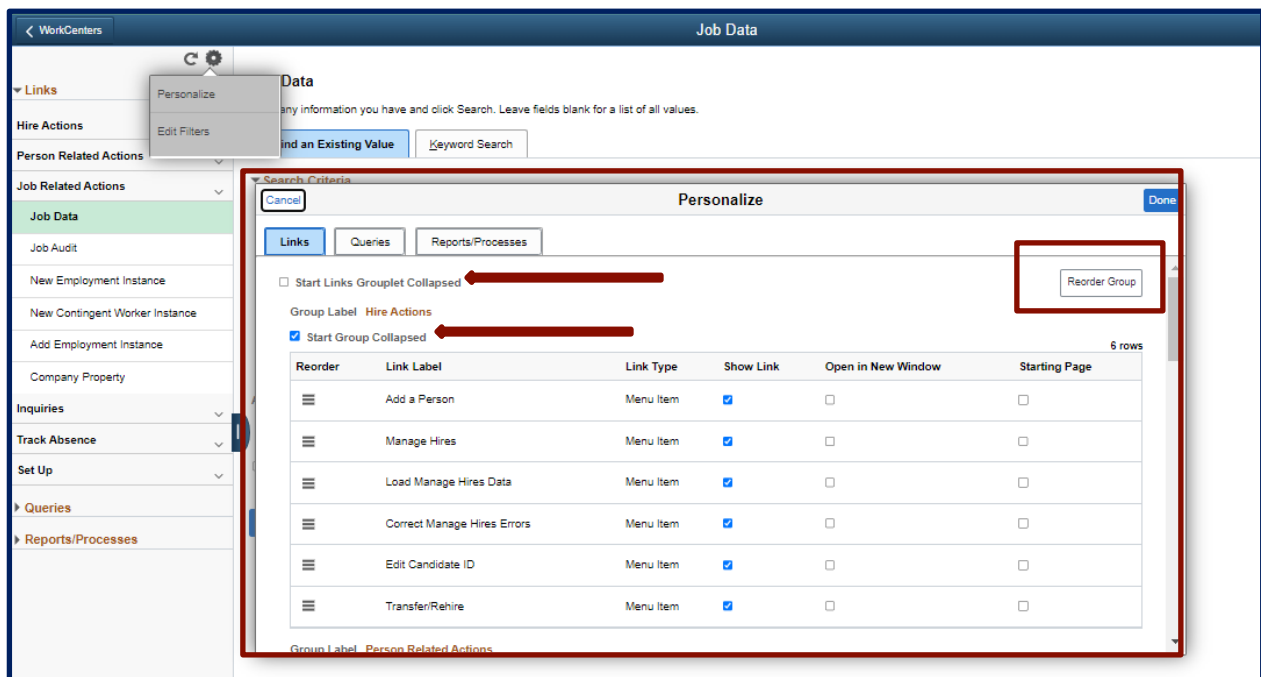


- Once the appropriate WorkCenter is displayed, click on the “Gear” icon, and
- Click **Personalize**.



Using the Links tab

Once the **Personalize** page displays, notice how this section lists each Group as well as each Link (page) within each Group. Settings can be changed for the Grouplet, the Group or the Links within a Group.



Each section/grouplet can be set to “collapsed,” which will collapse the entire set of groups under that section of the WorkCenter. Each individual Group can be personalized as follows:

- Set to “collapsed” or “expanded”
- Groups can be re-ordered within a grouplet.

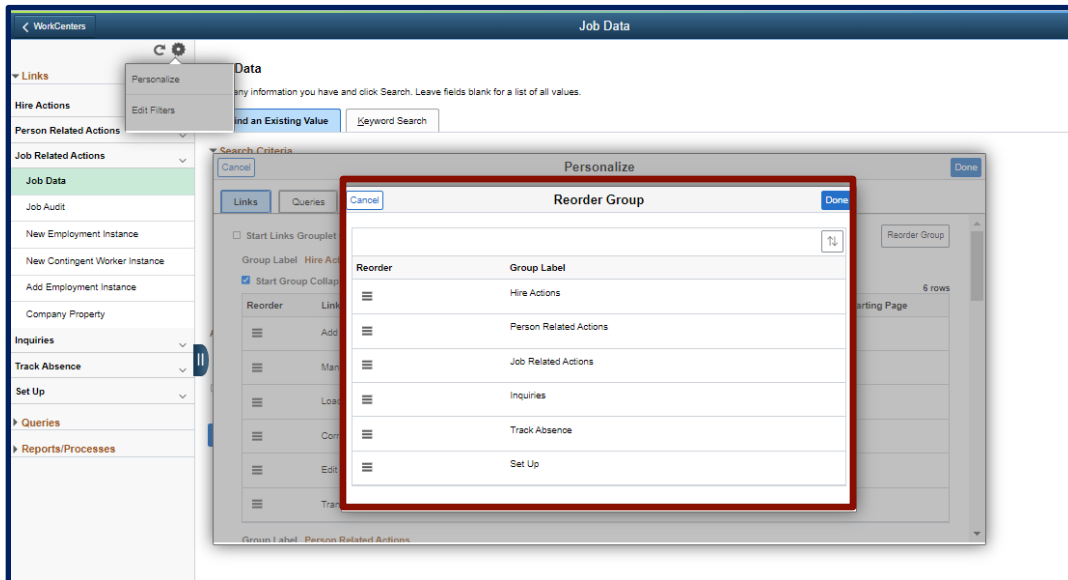
The Links within a group can be modified as follows:

- Reorder the links
- Hide/show links
- Set a link to open in a new browser window
- Select a new/different starting page

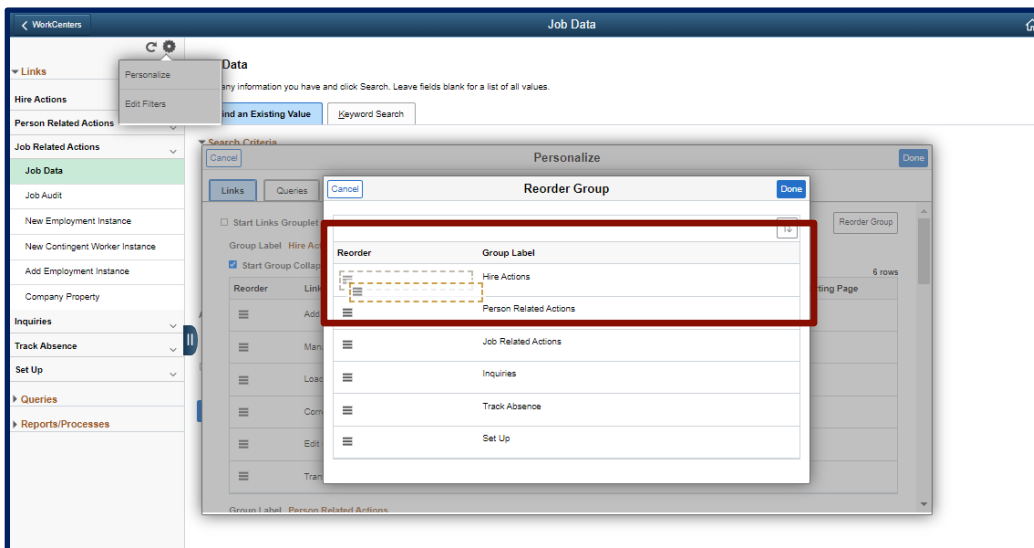
To set the Section/Grouplet as “Collapsed,” click the box next to **Start Links Grouplet Collapsed** on the upper left.

To set an individual Group as “Collapsed,” click the **Start Group Collapsed** box.

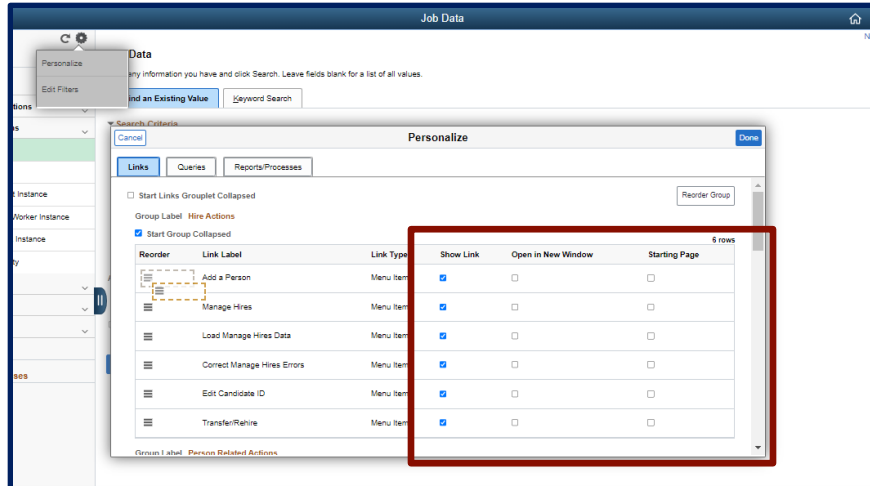
To re-order the Groups, click the **Reorder Group** button on the upper right.



- To reorder the Grouplets, drag and drop to place in the preferred slot .



- Re-ordering the Links within a group works the same way.



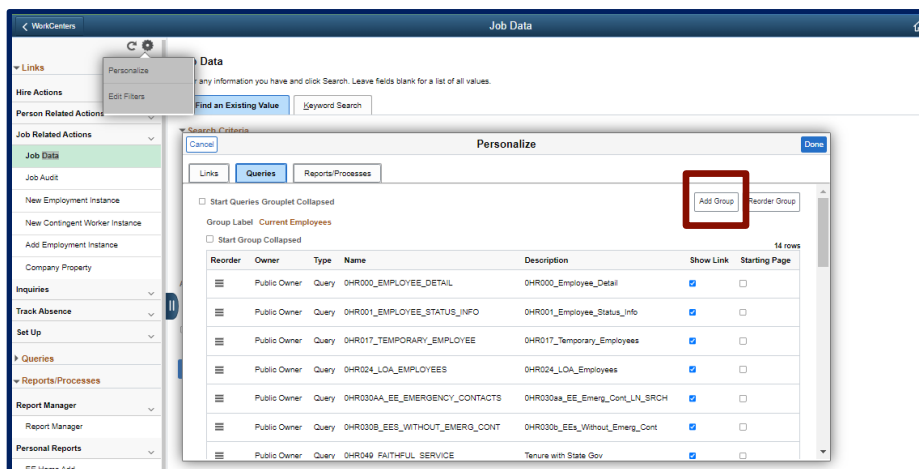
- Checking or unchecking the **Show Link** box, determines if a link is displayed in the WorkCenter.
- Click the **Open in New Window** box to open a link on a separate browser tab or new window.
- Click the **Starting Page** box to establish a new/different default landing page for the WorkCenter.

Using the Queries tab

The **Queries** section/grouplet options can be applied to this section/grouplet. Groups can be collapsed or un-collapsed in addition to links being selected to show or hide and/or start on a new page.

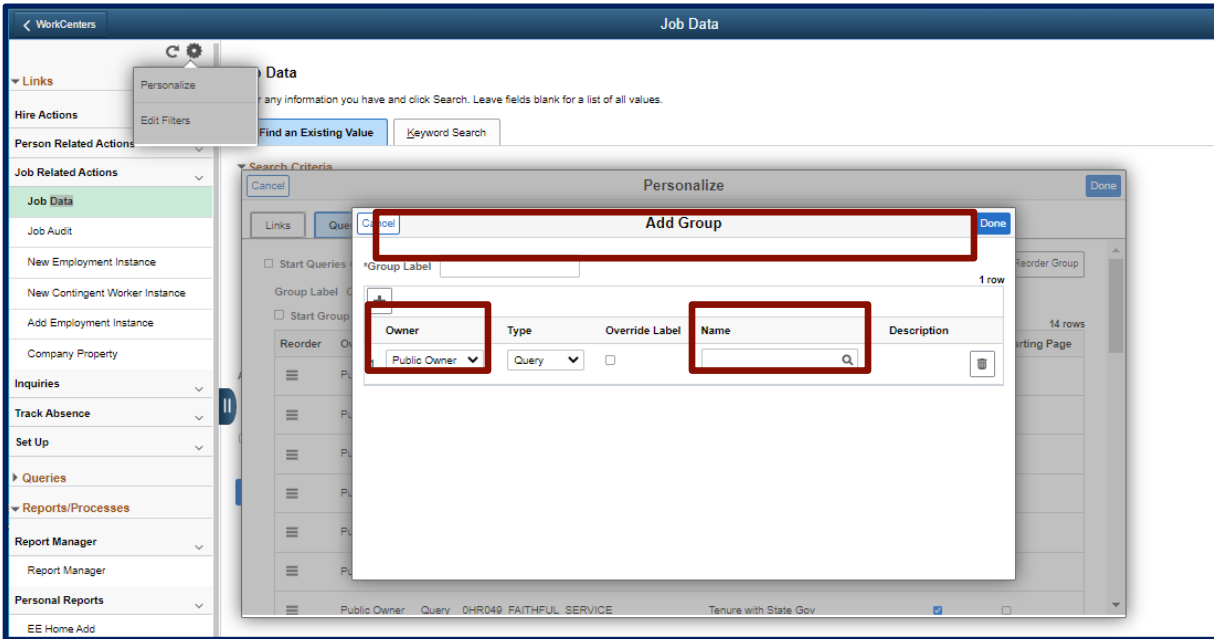
In the Queries section, users can also **Add a Group** and within that group, they can add additional queries to the WorkCenter.

- Click on the **Add Group** button on the upper right.

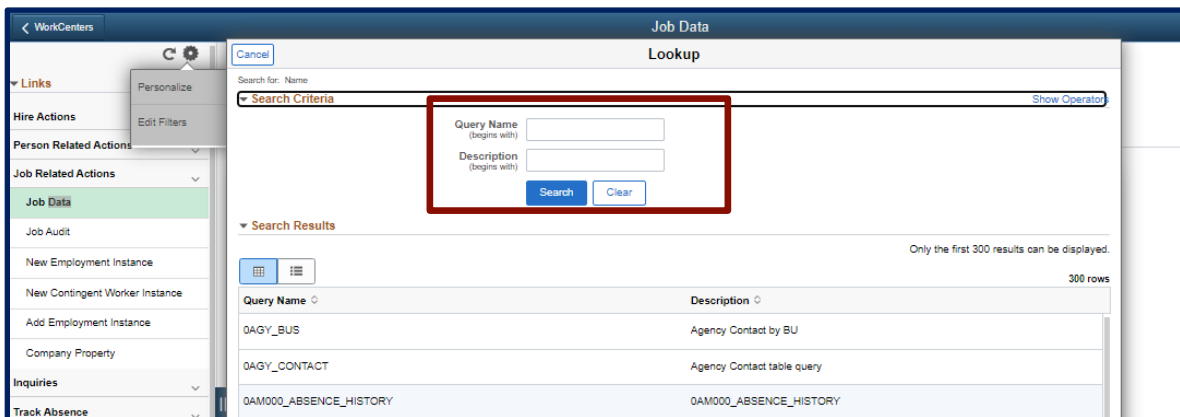


- Create a **Group Label** for the group.

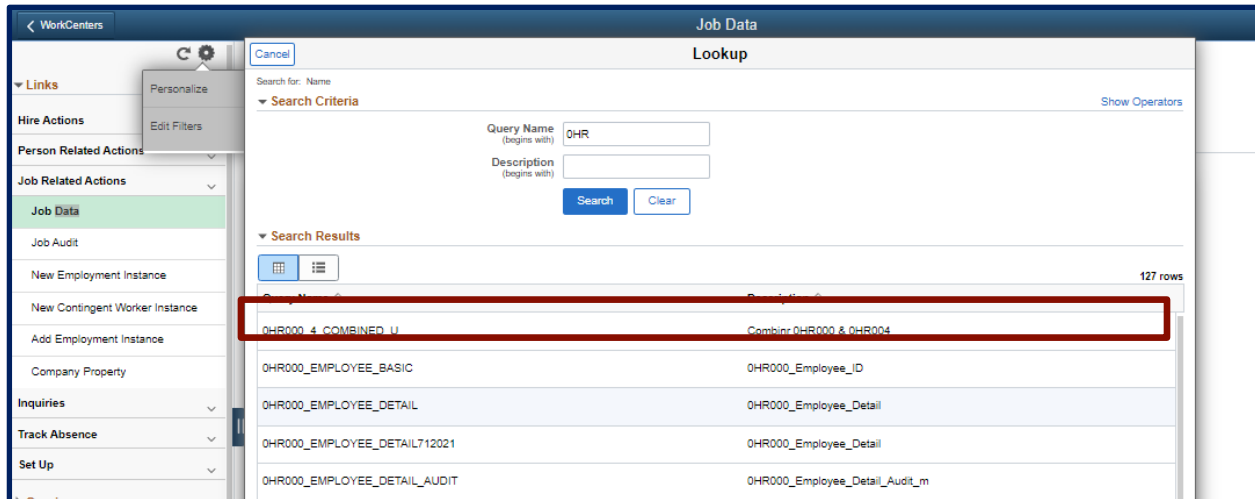
- Using the Owner drop-down option, select if the query will be public or private to the Group. For this example, “public” is selected.
- To add a query, click the magnifying glass in the **Name** field, to search for the appropriate query.



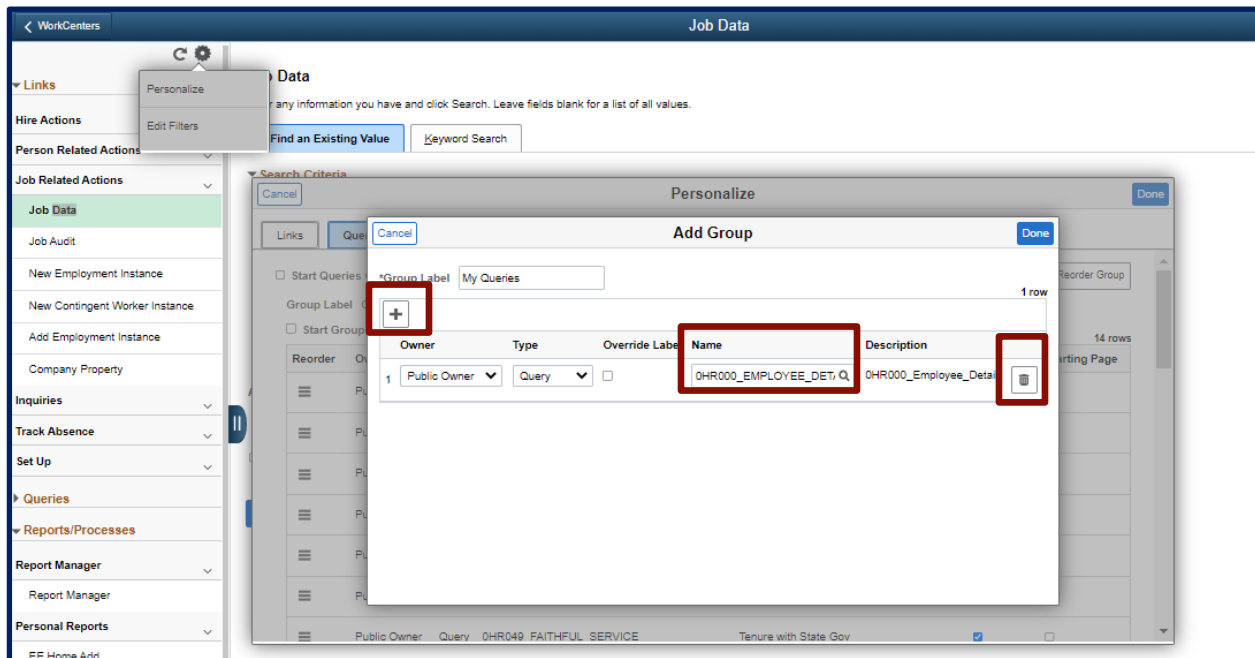
- In the **Query Name** field, type the name of the query
- In the **Description** field, type the description of the query
- Click **Search**



- Select the appropriate query. Once selected, it automatically appears in the name field.

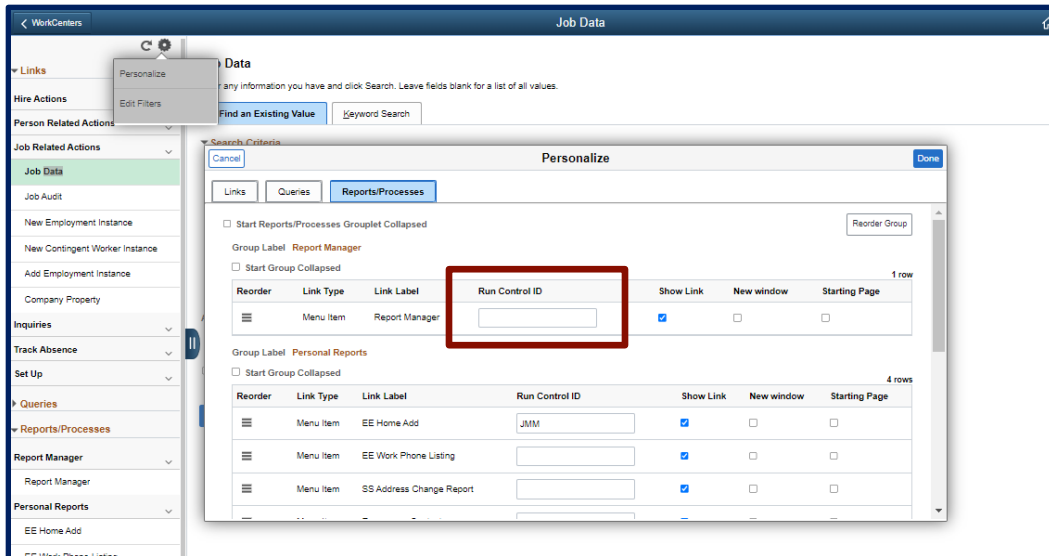


- To add a new query, click the “+” icon and repeat the previous steps. (**Note:** To delete a query, click on the trash can icon).



Using the Reports/Processes tab

The **Reports/Processes** section/grouplet options can be applied to this section/grouplet. Groups can be collapsed or un-collapsed in addition to users having the option to establish a default Run Control ID.



If a default Run Control ID is entered, the WorkCenter will automatically launch and execute the Run Control Page instead of bringing up the search page. (**Note:** If using the same Run Control ID, this feature allows users the ability to easily run the report/processes function.)

- Click **Done** once all setting options have been selected.
- Click **OK**

Note: Click the **Reset** button to revert to the default setting.

