

Personalization Recommendations

PeopleSoft allows each user to define certain preferences under the My Personalizations link. This guide is only a recommendation.

Navigation: [My Personalizations](#)

Personalizations

JOEUSER1

Standard settings are in effect.

Changes to Personalization settings require you to log off and log back on in order to take effect.

Personalization Categories

Description	Personalize Option
System & Application Messages	Personalize Option
Navigation Personalizations	Personalize Option

Restore Defaults

Click [Personalize Option](#) for Navigation Personalizations

Option Category: Navigation Personalizations

Personalizations			Find	First	1-11 of 11	Last
Personalization Option	Default Value	Override Value				
Automatic menu collapse	No	Yes				Explain
Tab over Calendar Button	No	Yes				Explain
Max rows for View All	100					Explain
Tab over Grid Tabs	No	Yes				Explain
Tab over Header Icons	No	Yes				Explain
Tab over Lookup Button	No	Yes				Explain
Tab over Navigation Bar	No	Yes				Explain
Tab over Browser Elements	No	Yes				Explain
Tab over Page Links	No	Yes				Explain
Tab over Related Page Links	No	Yes				Explain
Tab over Toolbar	No	Yes				Explain

Restore Category Defaults

OK Cancel

Select Yes in the Override Value fields and click ok.

Save Confirm

✓ Your Personalizations have been saved.

Return

Click Return. Sign out and log back in for the personalizations to take effect.