Training Guide

Home Page Icon View
Introduction

The Oracle 12.2.9 upgrade gives users the option of viewing their Home Page either as lists or a grouping of icons. The list view is what users are accustomed to:

```
Home

Navigator

Please select a responsibility:

Personalize

Favorites
```

The icon view lays out the Home Page like a computer desktop or a smartphone home screen:
This configuration change is unique to each user and can be made directly by the user. Reverting to the standard view can be done by the user at any time.

Changes

1. Announcements are displayed on the left of the screen.

Icons have been added to known links.
3. Favorites are now listed on the main screen as icons.

4. A user’s list of responsibilities is now listed under the “hamburger button”.
Instructions

On the top right-hand corner of the screen choose Settings, then Preferences.

1. Click Settings >> Preferences

2. On the General Preferences page that appears, scroll down to the Visual section. Make the following updates:
   - Home Page Style: Framework Simplified
   - Page Header Display Style: Both Links and Icons
   - Top-level Menu Display Style: Icons and Links

Click the Apply button.
Click the **Home** button to see the changes.

### Step 3

![Home button](image)

### Step 4

Click the **Add Favorites** icon (this is like your “top 10”).

![Add Favorites icon](image)
Click on Manage Favorites on the bottom, left-hand corner of the screen.

In the Search for Functions area choose a responsibility and click Go.
In the menu list that appears select the function(s) you would like to create as a favorite.

Scroll all the way down the main page to the Favorites area. Check the boxes next to your new selections and click Apply.
9 Click the **Home** icon.

10 View and validate that the Favorite icons have been added.