

Functional Course

PeopleSoft v9.2 WorkCenter Administration

Financials Supply Chain Management (FSCM)
and Human Capital Management (HCM)

WorkCenters are a type of configurable dashboard that enable you to offer access to frequently used transactions, approval requests, query results, and key business analytics from a single PeopleSoft Page. WorkCenters are implemented to promote productivity by minimizing the time that users spend navigating between PeopleSoft pages, reports and queries.

In this course, learn to administrate and configure WorkCenter pages based on business processes and job roles specific to your organization.

Prerequisites:

- PeopleSoft v9.2 Foundations (FSCM) OR
- PeopleSoft v9.2 Foundations (HCM)

Delivered WorkCenter Features

- Pagelet Area
- Target Content Area
- WorkCenter Personalization

Personalization

- Personalize & Configure WorkCenter Task Bar
- Manage Links
- Configure My Work Pagelet and Filter Values
- Add Queries
- Personalize Target Area Content (WorkCenter Dashboard)
- Configure Individual Pagelets

WorkCenter Setup and Configuration for Admins

- WorkCenter Links
- WorkCenter Reports / Processes
- WorkCenter Query Tab
- WorkCenter – My Work Tab

Building a New WorkCenter

- Create a Custom WorkCenter Dashboard
- Creating a Custom WorkCenter

Building and Managing WorkCenter Pagelets

- Overview of Pagelet Configuration Process
- Build Custom Pagelets
- Homepage Pagelets – PeopleSoft Query
- Homepage Pagelets – Pivot Grid
- Create Pagelets Using a Navigation Collection
- Create a Template Pagelet from a Navigation Collection

Adding / Authorizing and Removing Pagelets from WorkCenters

- Add Pagelet to WorkCenter Dashboard
- Add Pagelet to WorkCenter Task Bar

WorkCenter Alerts, Approvals & Notifications