Searching for Menu Itemin Finance Fluid Quick Reference Guide

Effective January 21, 2023

Questions?UService

user interface.

PeopleSoft has moved away from tdessiccascadingmenu and a

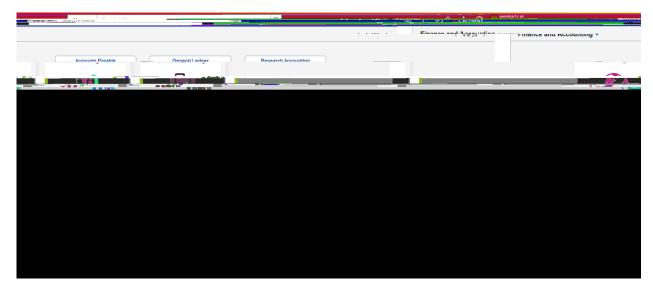


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For those in the Finance binessunit, first choose the Finance and Accountingption under the Employee Self Service dropdown menu.



Next, click on the appropriate functional tile.





Once you have clicked on the titen the left-hand side of yor screen you will see



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3. Using the Global Search

The Search function in Fluid isbust. Type a few words in the search bar at the torentre of your screeto find options for menu itensyou are looking for.

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Menu - AR-GL		
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Once the desired menu item appears in the listlick on it to access it.

4. NavBar-Menu

To access the Nav Baclick on the Compass can the top right of your screen.

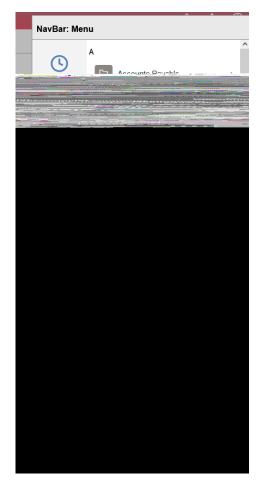


Here you will see Recently Visited and Favourites as mentioned earlier.





You can alsolick on Menu to access a full list defineditems, in alphabetic order.



Use the arrow on the right to expand the folder for functional tasks