

Contents

Overview.....	1
Terminology and Icons	1
Logging in.....	2
Navigation.....	3
Homepages and Tiles.....	4
Homepages	4
Tiles.....	5
Customize your environment (Homepages and Tiles)	5
Adding a new Homepage.....	5
Reorder Homepages.....	6
Adding Tiles to Homepages	6
Add a Tile.....	6
Copy a Tile.....	8
Create a tile from a PeopleSoft page (for a tile that does not exist)	9
Reorder and Remove Tiles from Personal Homepages.....	10
Reordering your Tiles.....	10
Removing a Tile from a Homepage.....	12

Fluid Navigation – DukeHub 2.0

Overview

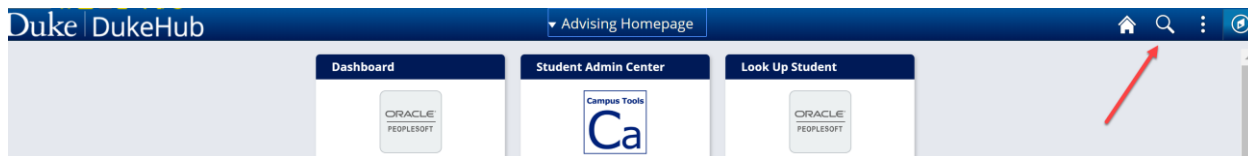
Beginning in September of 2020, DukeHub will get a new, fresh look and feel to the user interface. While the database remains the same and for the most part, the pages where you do your work remains constant (queries, processes, data maintenance, etc.), the navigation is significantly different. You will also find there are new tools designed to make your daily tasks easier and more efficient. The instructions contained in this document will guide you through the changes.

Terminology and Icons

- **Springboard:** The springboard page is the landing page displayed when you enter <https://dukehub.duke.edu/> . It is on this page where you will login.
- **Home Icon:** The house icon will return you to your homepage. If you have more than one homepage, clicking on this icon will take you to the homepage which is first in the list of your homepages. More on Homepages to follow.



- **Search Icon:** Clicking on the Search icon will allow you to search for pages within PeopleSoft.



- **Actions List Icon:** The 'kabob' icon in the top right corner houses frequently used links such as Personalize Homepage, My Preferences, and Sign Out.



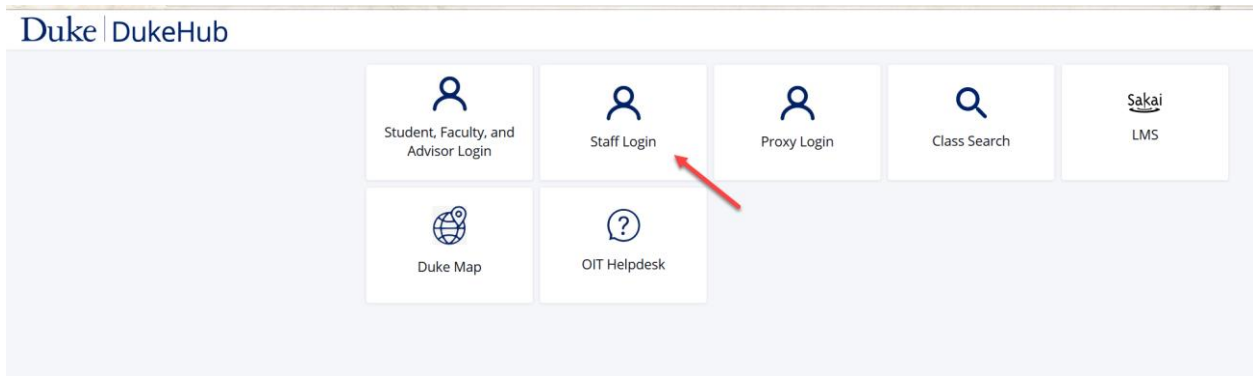
- **NavBar Icon:** The 'compass' icon in the top right corner. Clicking on this icon will open up the NavBar and is what you will use to see a list of your recent pages, your favorites, and the navigator link which is what you use to find and access PeopleSoft pages (think breadcrumbs!)



- **Fluid/Fluid Navigation:** You may hear this term when referring to the changes made in DukeHub 2.0. This is typically referring to the web page design. Fluid design is more user-friendly because it adjusts to the user's settings. The navigational pages of DukeHub 2.0 are developed to be responsive to the type of device you are using (phone, ipad, laptop, etc.). The amount of extra white space is similar between all browsers and screen resolutions, which can be more visually appealing.

Logging in

Login is via the same URL you used to login to DukeHub: <https://dukehub.duke.edu/>. From the landing page which is now being referred to as the Springboard, you click on the Staff Login tile. This will prompt you to authenticate with your netid and password.

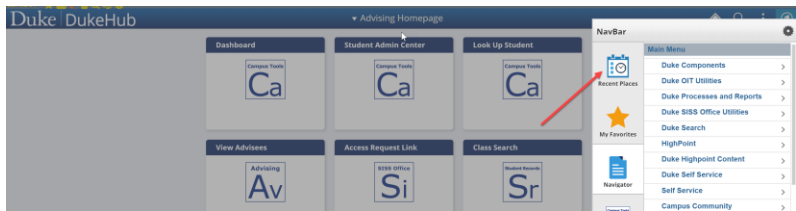


Navigation

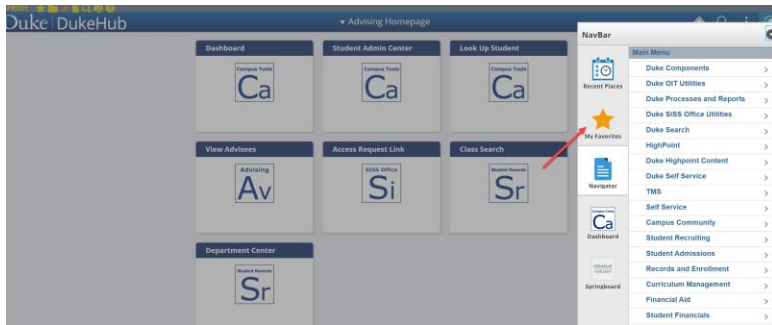
Clicking on the Compass icon will open up the Navigation Bar or more commonly referred to as the NavBar. It is from this 'bar' that you can navigate throughout the system using any of the following:

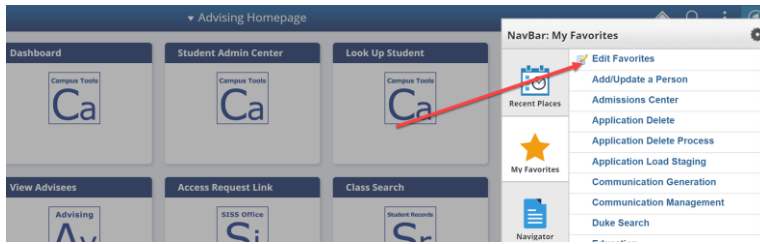


- Recents** - Clicking on the Recent Places icon will display a list of the last 5 recent, distinct PeopleSoft pages that you have visited.

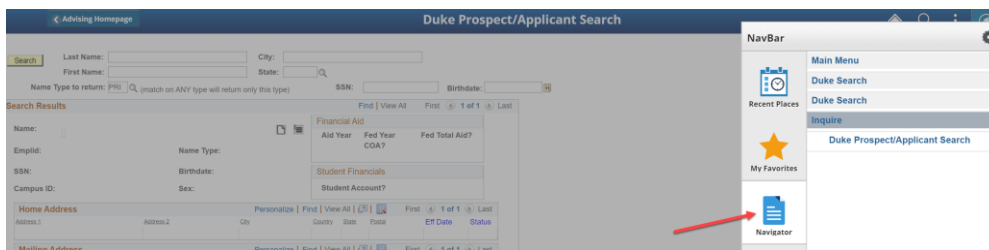


- Favorites** – This function operates similar to Favorites in the previous version of DukeHub. You can reach your favorites by opening up the NavBar and clicking on the 'STAR'. You can reorder, rename, or delete your favorites by clicking on Edit Favorites.





- Navigator** – Clicking on the Navigator icon on the NavBar will allow you to move through the various PeopleSoft menus. This feature is similar to the ‘breadcrumb’ type menu that was displayed along the top of the screen in the previous version of DukeHub. The screenshot below is an example of how to reach the ‘Duke Prospect/Applicant Search’ page with the following steps:
 1. Open the NavBar and clicking the Navigator icon
 2. Work your way through the path by clicking on Duke Search=>Duke Search=>Inquire=>Duke Prospect/Applicant Search



Homepages and Tiles

Homepages

New to DukeHub 2.0 are homepages and tiles. Homepages are basically pages that contain tiles which are collections of pages, work centers and/or collections of PeopleSoft pages. The SISS Office has defined several homepages with tiles based on requirement gathering of the needs of the various Duke offices. The homepages and their intended target offices are:

- Admissions - While most of the admissions functions are in Slate, there are still tasks to be performed in PeopleSoft. This page has tiles are designed to assist you in performing those tasks
- Advising – This homepage and the tiles located on it are geared toward DukeHub users who also serve in an Advising role
- Bursar – This homepage is intended to be used primarily by the Bursar’s office but could be assigned to other users who have access to Bursar related functions
- Campus Tools – This homepage and the associated tiles provide quick access to tools that are used by many different types of users across Duke. Examples are 3Cs, Duke Search, etc.
- Financial Aid – This homepage contains tiles that are used by the Financial Aid offices and the Loan Office.
- Registrar and Records – This homepage will be assigned to users who perform registrar and student record related tasks.

Some users will have multiple homepages assigned and there are other users who will have one homepage assigned. Assignment of these homepages is based on security. Users can create their own homepage that may be a hybrid of any of the SISS defined pages. More information on creating your own homepage is below.

Tiles

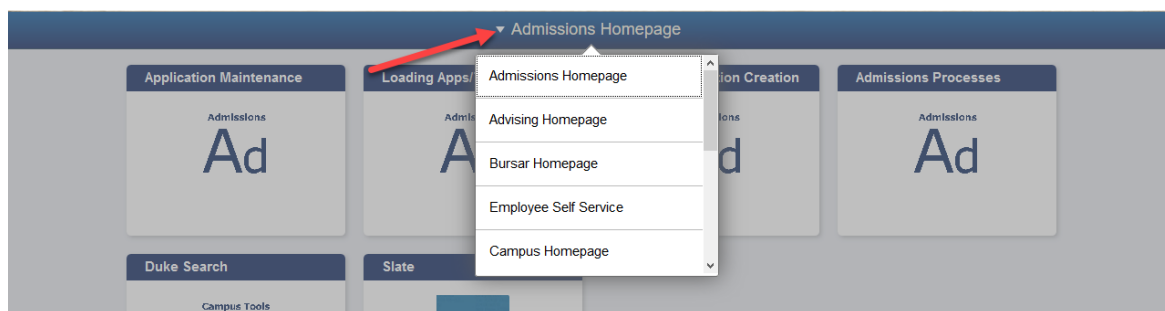
Tiles are a link (or shortcut) to pages or cluster of pages in PeopleSoft. The SISS Office has created tiles and placed them on homepages as a way to improve navigation and assist you in your daily tasks. Tiles can be a shortcut to a single Peoplesoft page, a collection of PeopleSoft pages, a workcenter, or an external link. These tiles are grouped according to function – Admissions, Advising, etc. in folders and can be added to a customized homepage you create.

Customize your environment (Homepages and Tiles)

You can create your own homepage. This is beneficial for users who have duties across multiple area (records, financial aid, etc.) and would like to create their own unique homepage with tiles from several of the SISS defined homepages.

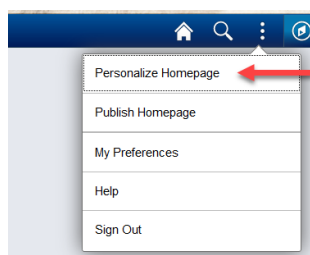
- You **should not attempt** to update the SISS defined homepages. Depending on your security settings, you may be able to modify your own version of the SISS homepages but this will cause problems for you should you need the SISS Office assistance with trouble shooting. It is for this reason you should create your own homepages.

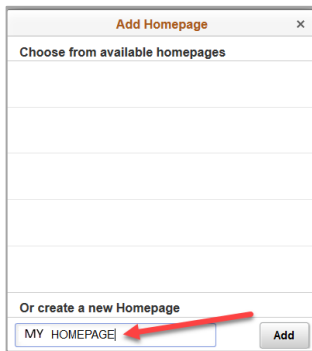
If you have more than one homepage, you can toggle between them by clicking on the homepage name and selecting from the dropdown menu in the center of the top navigation bar.



Adding a new Homepage

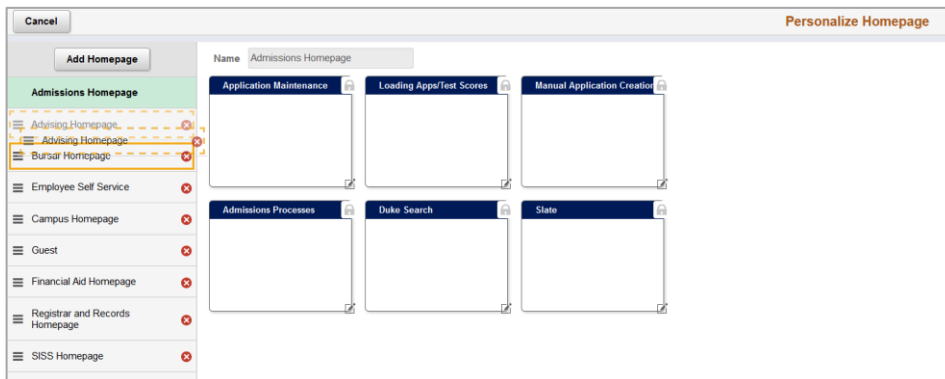
You can add a new homepage by going to the 'kabob' actions list icon and selecting Personalize Homepage. Click on the Add Homepage button and enter a name for your new homepage and click Add. Save your changes.





Reorder Homepages

If you have more than one homepage, the homepage that appears first in the list is the default homepage. You can change this by going to the 'kabob' actions list icon and selecting Personalize Homepage. From the left-hand navigation, drag and drop the homepages into the order you wish and save.



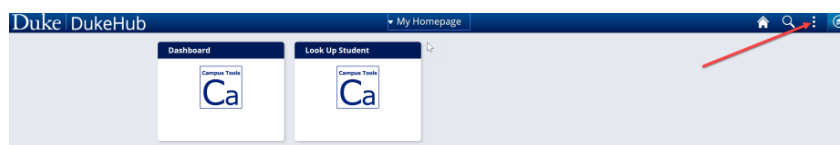
Adding Tiles to Homepages

The SISS Office in consultation with various university offices has created initial sets of tiles. Access to tiles and the folders containing the tiles is based on your security settings. Any tile which you have access to can be added to homepages you have created. You **cannot** add, delete, change, nor reorder any tiles on the SISS Office defined homepages (Admissions, Advising, Bursar, Campus Tools, Financial Aid, Student Financials, Registrar and Records). There are several ways to add tiles to your homepages.

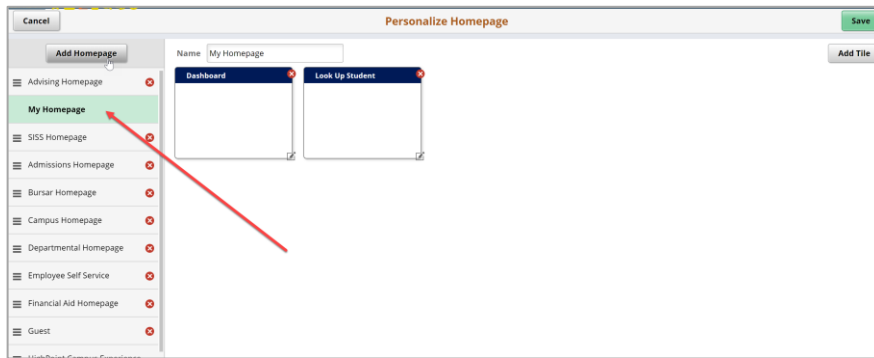
Add a Tile

If a tile exists you can add it to your homepage by performing the following steps:

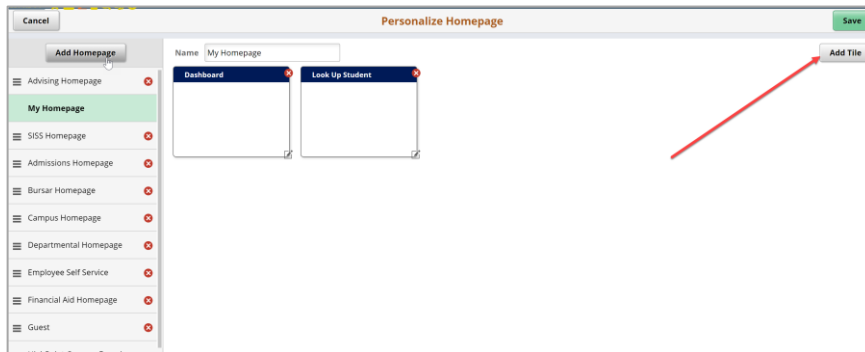
- Click on the 'Kabob' Actions List and select Personalize Homepage



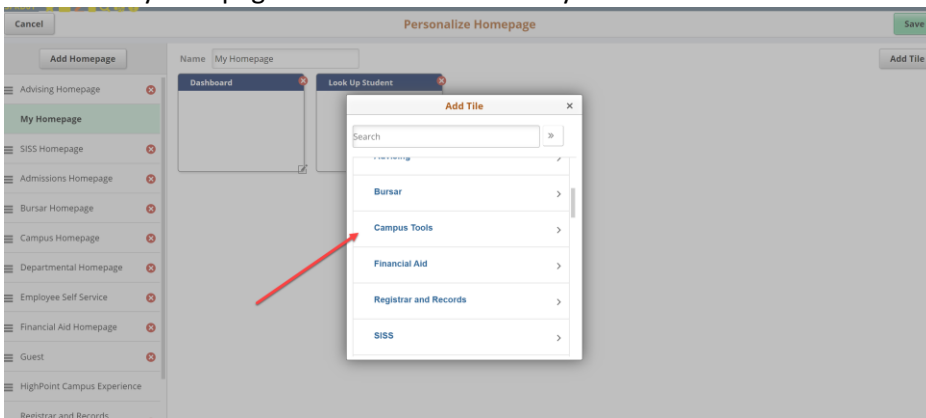
- Select the 'My Homepage' (or whatever you named your personal one homepage you have already created) from the list on the left-hand side of the page



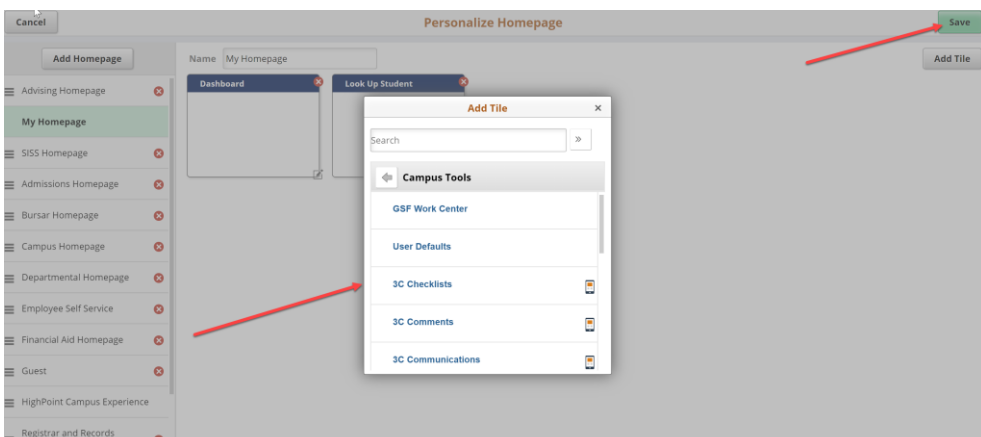
- Select the 'Add Tile' button in the top right corner



- Select the System page or folder that contains your desired tile



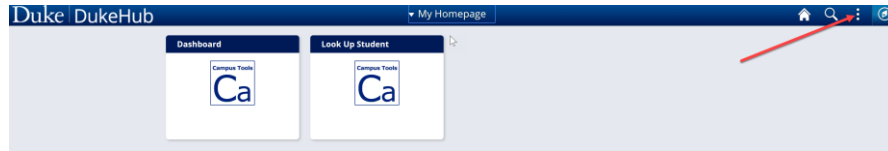
- Select the desired tile and click Save. The tile has been added to your homepage.



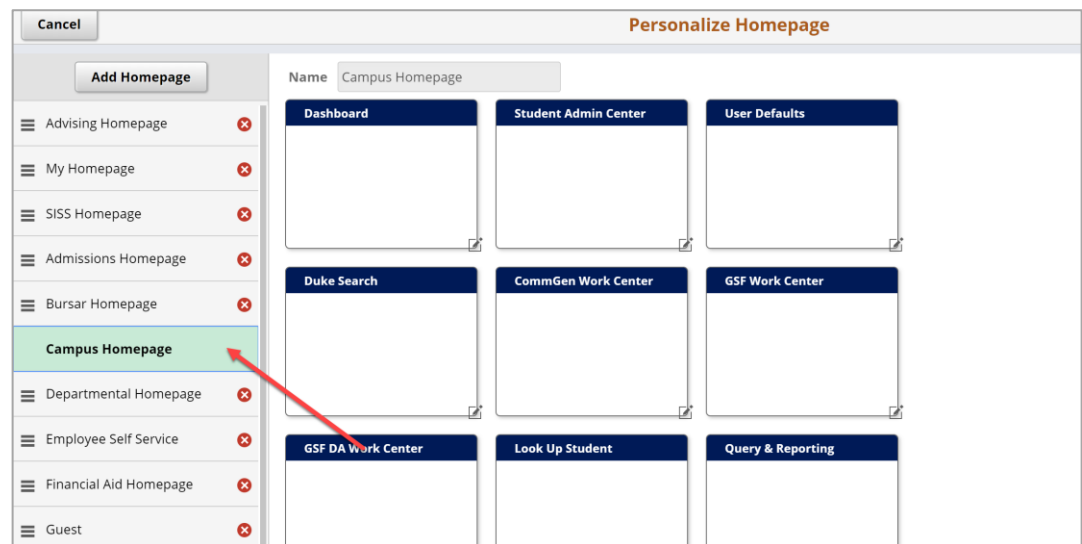
Copy a Tile

If the tile already exists on a different homepage, you can copy that tile to your homepage by performing the following steps:

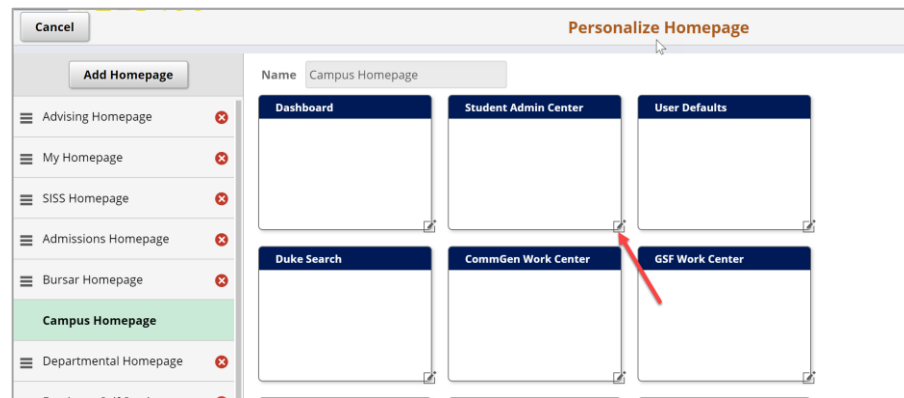
- Click on the 'Kabob' Actions List and select Personalize Homepage



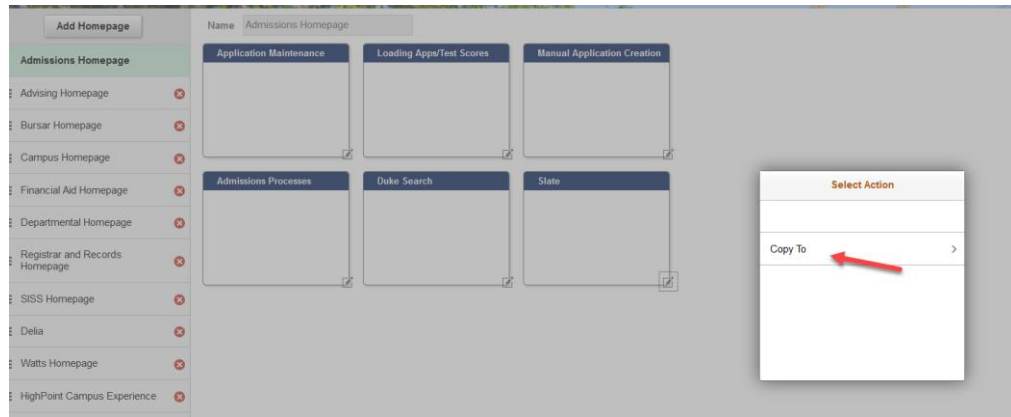
- Select the homepage that has the tile you want to copy to your homepage



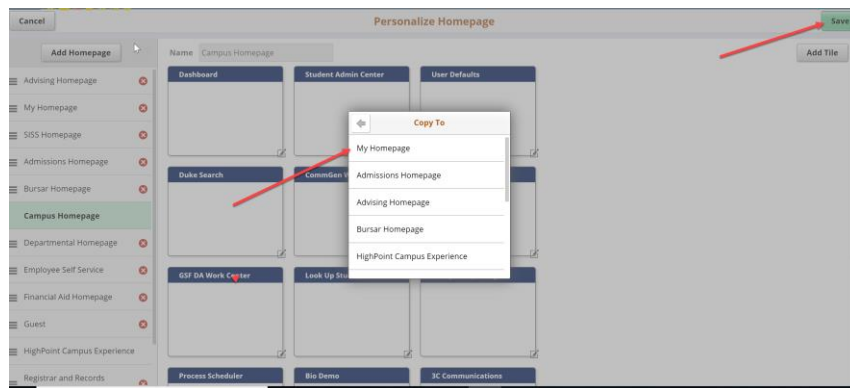
- Select the 'edit' icon in the bottom right corner of the desired tile



- Select 'Copy To'

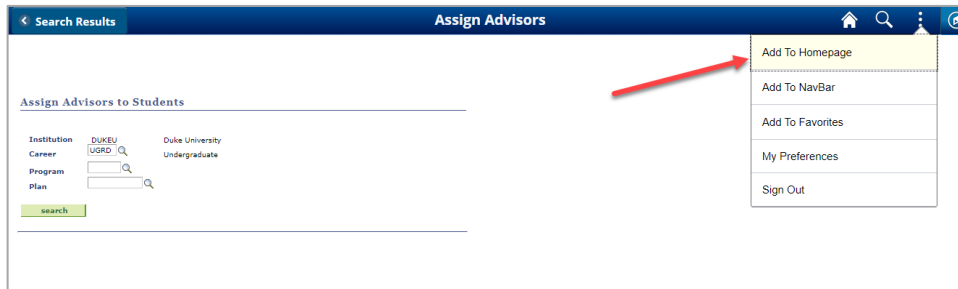


- Select the 'My Homepage' (or whatever you named your personal one homepage you have already created) from the list on the left-hand side of the page

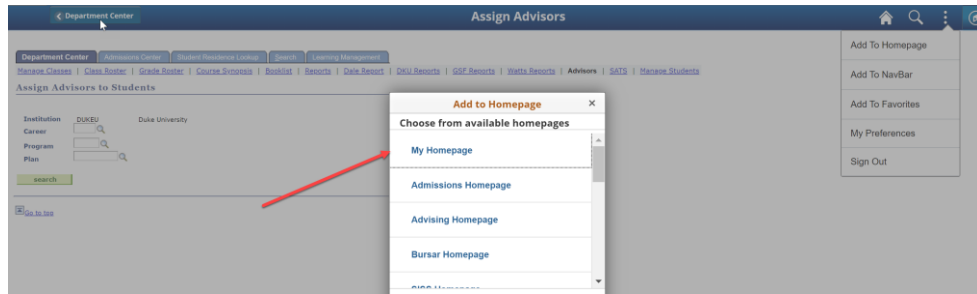


Create a tile from a PeopleSoft page (for a tile that does not exist on any homepage or a page that you've navigated to..)

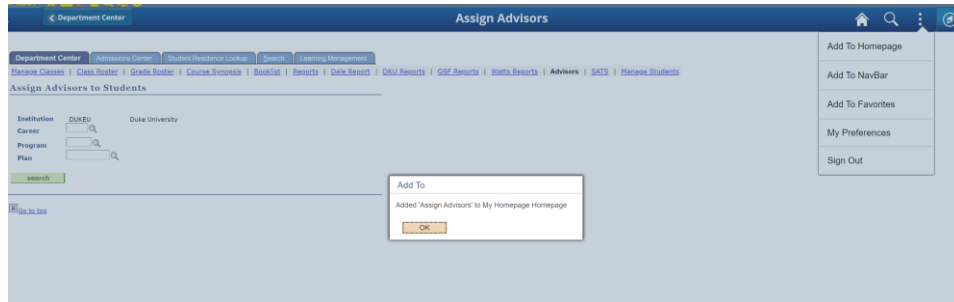
- When you navigate to a PeopleSoft page that you might want to add to your own homepage, click on the "Kabob" Actions List icon and select 'Add to Homepage'



- Select 'My Homepage' (or whatever you named your personal one homepage you have already created) from the list and click Add.



- You will receive the following confirmation:

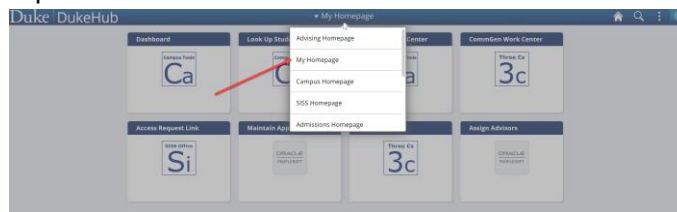


Reordering / Removing Tiles from Personal Homepages

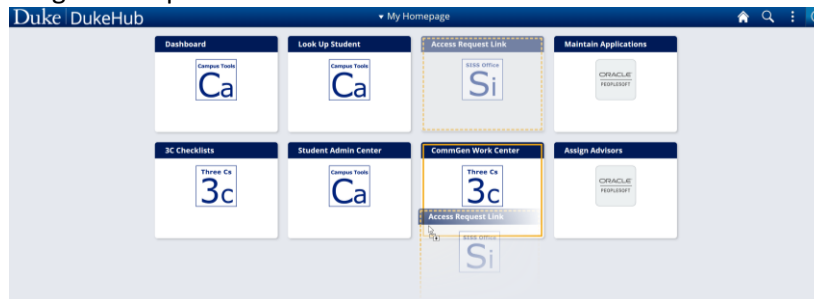
Reordering your Tiles

There are two ways to reorder tiles on homepages:

- From your personal homepage itself
 - Navigate to your personal homepage you would like to edit by opening the dropdown at the top of the screen



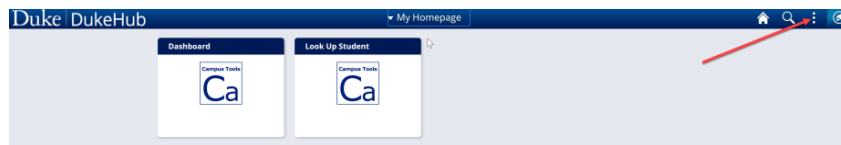
- Drag and drop the tiles into the desired locations



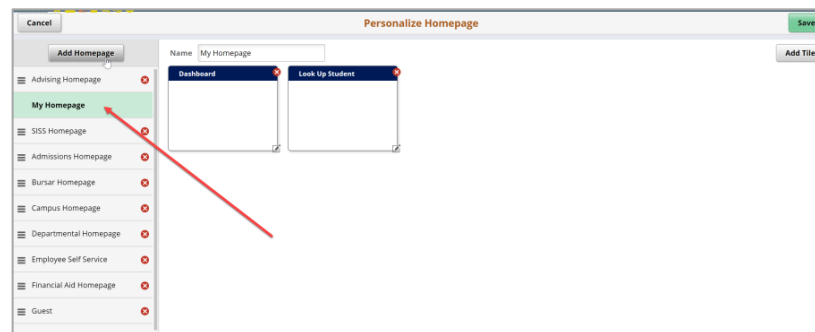
- Changes will automatically save



- From the Personalize Homepage screen
 - Click on the 'Kabob' Actions List and select Personalize Homepage



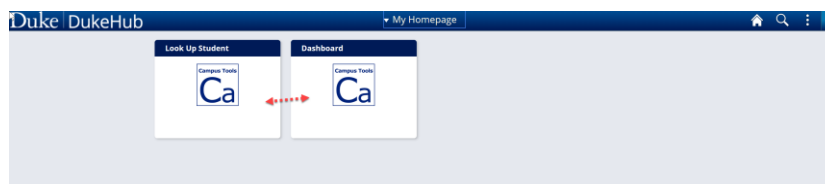
- Select the 'My Homepage' (or whatever you named your personal one homepage you have already created) from the list on the left-hand side of the page



- Drag and drop the tiles into the desired locations

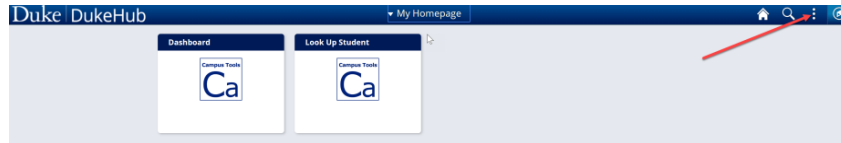


- Save your changes

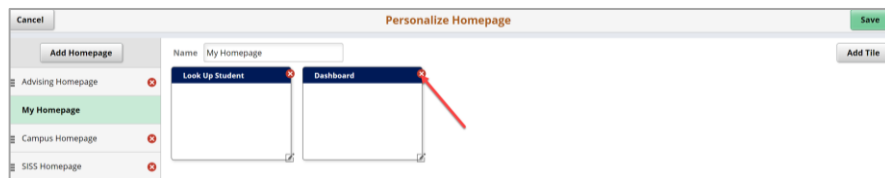


Removing a Tile from a Homepage

- From the Personalize Homepage screen
 - Click on the 'Kabob' Actions List and select Personalize Homepage



- Select the 'My Homepage' (or whatever you named your personal one homepage you have already created) from the list on the left-hand side of the page
- Click on the red 'X' in the right-hand corner of the tile to remove the tile from your homepage.



- Save your changes. You can see from the screenshot below that the tile was removed from the homepage.

