**UFS Home screen Simplified View**

With the release of R12.2 users can now use a new simplified view for their home screen. This setup enables users to have links for their favourite functions.

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**Enable simplified view**

1. Click the **cog icon** at the top of the iProcurement homescreen. Then select **Preferences**.

2. In the Visual section, change the Home Page Style option to **Framework Simplified**.
3. Select **Apply**.
4. Select the Home icon 🏡 to return to the home screen.
Customising the home screen

The home screen will display any previously selected favourites.

Follow the following steps to add additional favourites:

1. Select the Add Favourites Icon

2. A window will open with a list of recommended favourites to select from. To add any of these simply select them and click **Add** at the bottom of the window.

3. If you wish to add a function which is not displayed in the recommended list. Select the **Manage Favorites** link at the bottom of the window.
   a. The Manage Favourites page will display. Search for a function by using the fields at the top of the screen and selecting **Go**.
b. Select the tick box beside the function you wish to add. Then select **Add to Favorites**.

<table>
<thead>
<tr>
<th>Function Prompt</th>
<th>Description</th>
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<tbody>
<tr>
<td>Invoice Batches</td>
<td></td>
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<tr>
<td>Invoices</td>
<td></td>
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</table>

Select Functions: [ ] Add to Favorites |  

Select **Apply**.

d. Select the Home icon 🏡 to return to the home screen