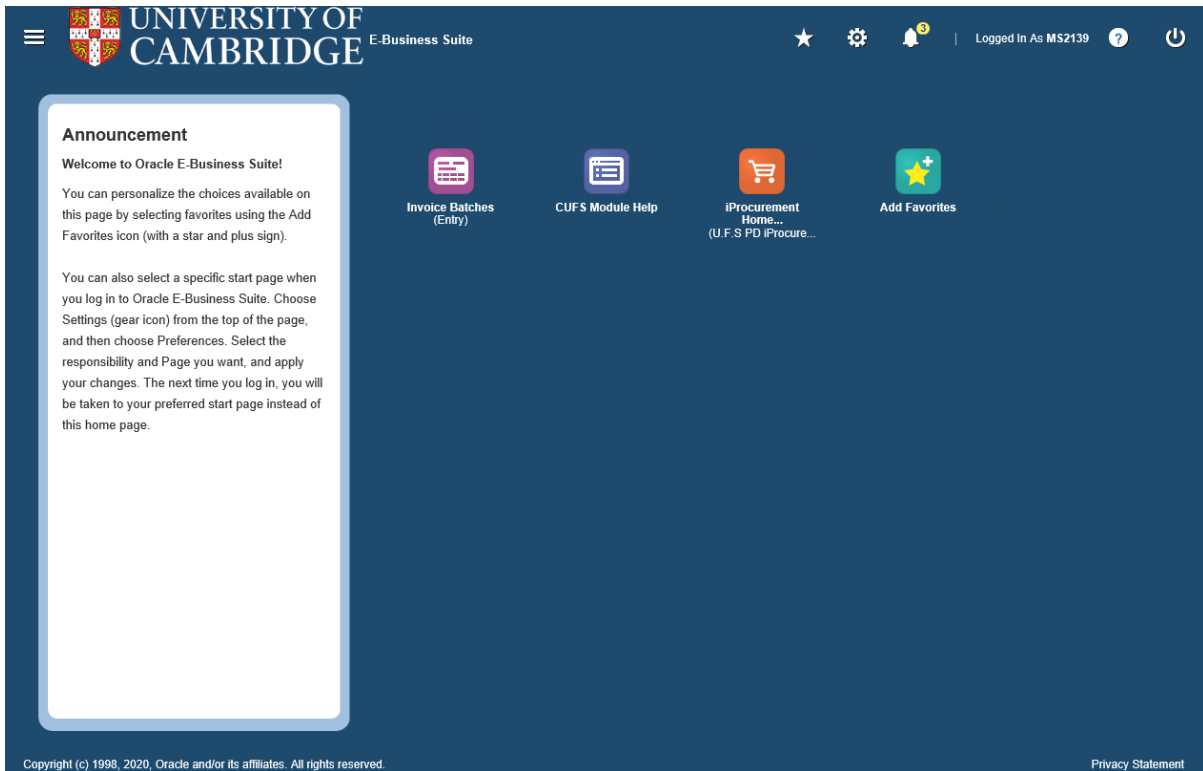




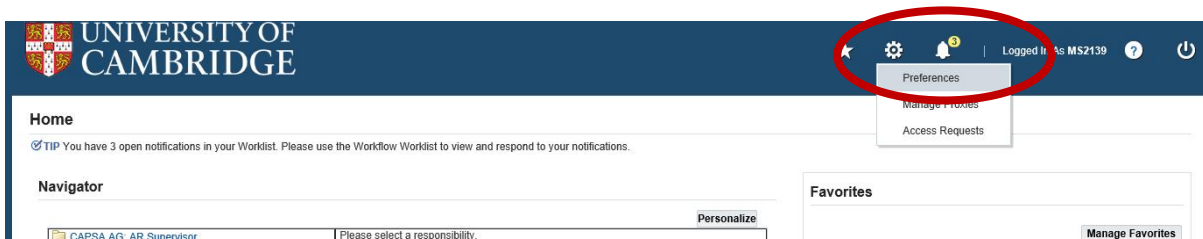
# UFS Home screen Simplified View


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.



## 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

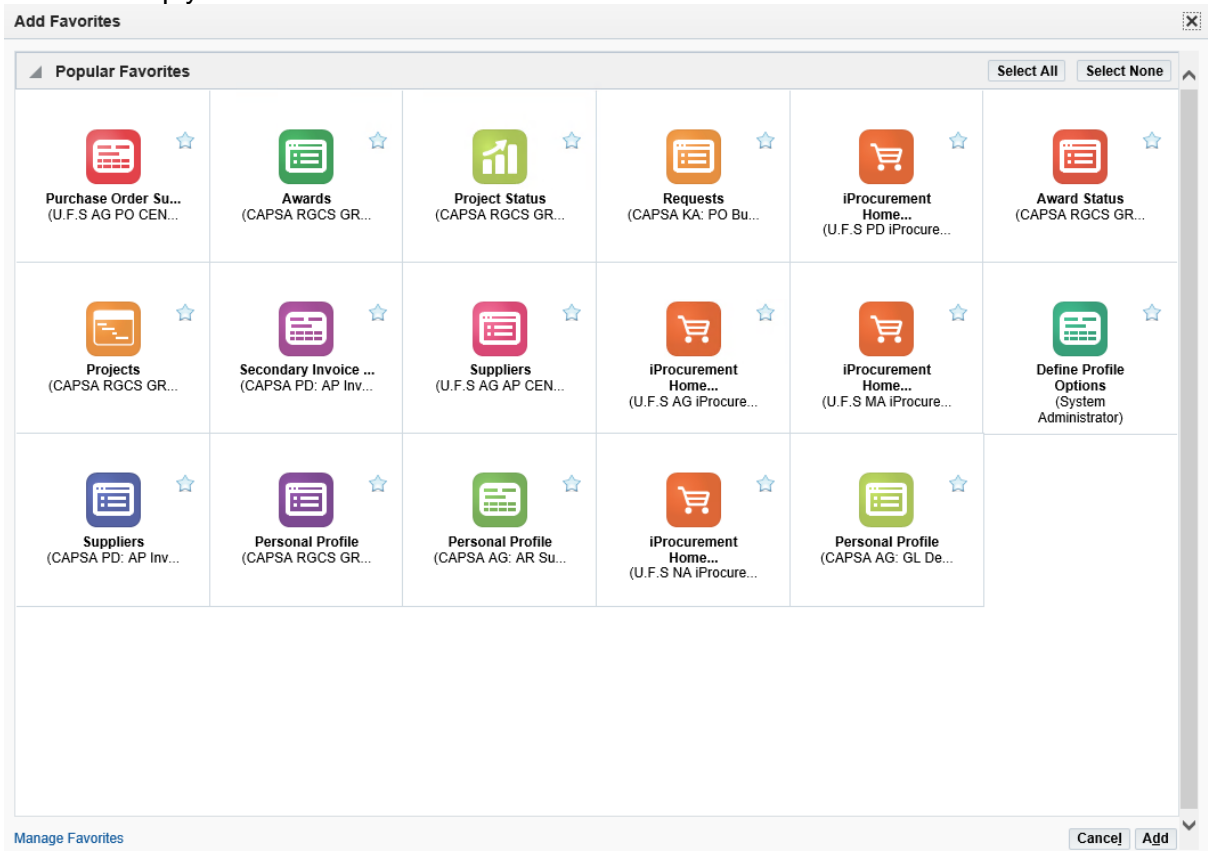
## Customising the home screen

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**.

**Search for Functions**

|   |                      |                |                                   |
|---|----------------------|----------------|-----------------------------------|
| Function Prompt   | <input type="text"/> | Responsibility | CAPSA PD: AP Invoice Manager      |
| Description   | <input type="text"/> |                | <input type="button" value="Go"/> |
| Select Functions: <input type="button" value="Add to Favorites"/>   ... |                      |                |                                   |
| <input type="checkbox"/>  | Function Prompt      | Description    |                                   |
| <input type="checkbox"/>  | Invoice Batches      |                |                                   |
| <input checked="" type="checkbox"/>                                     | Invoices             |                |                                   |

- c. Select **Apply**.
- d. Select the Home icon  to return to the home screen