



Simplifying the UIS Homepage: Add Icons for Favorites

Quick Guide v2.1

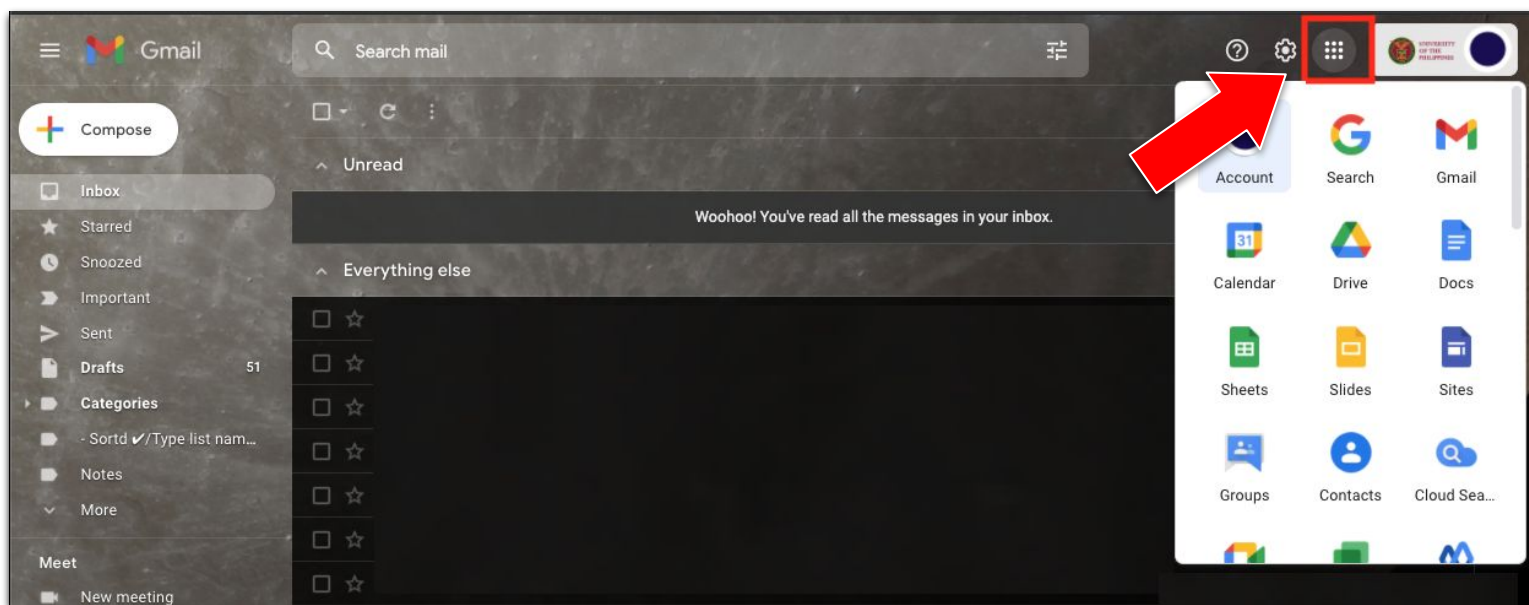
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- [Simplifying the UIS Homepage: Add Icons for Favorites](#) (click to go to steps)
 - [Returning to Framework Tree Home Page Layout \(Default\)](#) (click to go to steps)

Simplifying the UIS Homepage: Add Icons for Favorites

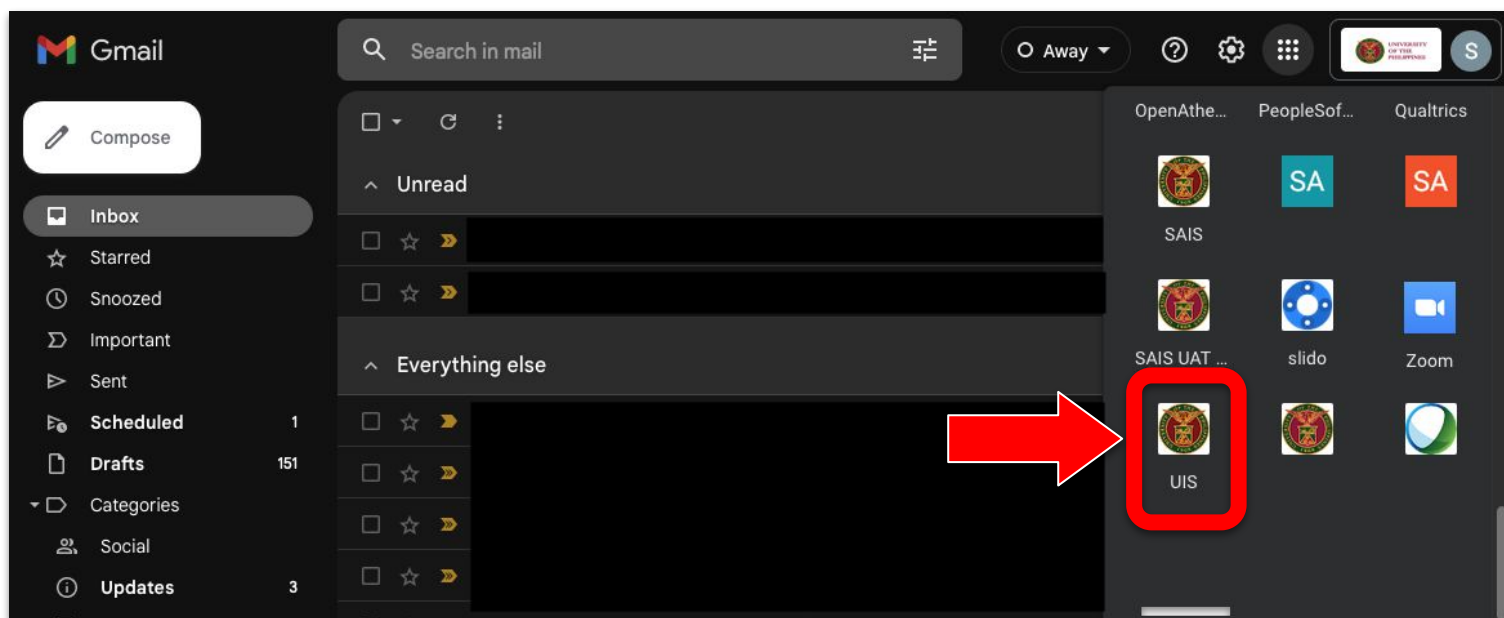
Log in to UIS

STEP 1: Log in your UIS account via your UP Mail.

To do this, click the Menu or the dots on the upper right corner in your UP Mail.



Then scroll down through the Google Apps menu, look for the UIS icon, and then click it.

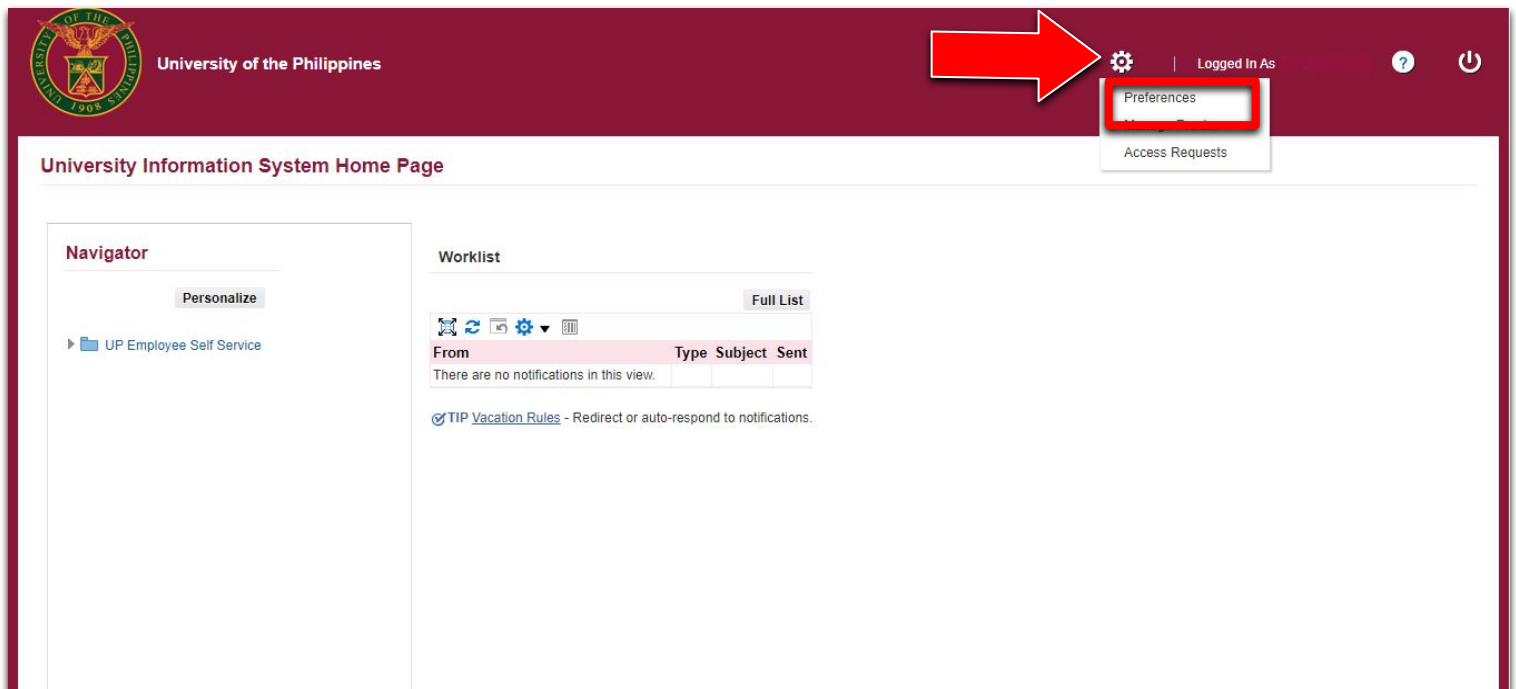


You will be then directed to your UIS account.

Preferences

STEP 2: In your UIS homepage, click the Gear icon found at the top.

STEP 3: Then click "Preferences."



General Preferences

STEP 4: You will be directed to the General Preferences page.

Go to the Visual section.

In the Home Page Style option, click the dropdown menu and choose Framework Simplified.

Then, click the Apply button.



The screenshot shows the 'General Preferences' dialog box. The 'Visual' section is active, showing the 'Home Page Style' dropdown menu set to 'Framework Simplified'. A red box highlights the 'Home Page Style' label, and another red box highlights the 'Framework Simplified' option in the dropdown menu. A large red arrow points from the 'Apply' button in the top right corner to the 'Framework Simplified' option. The 'Apply' button is also highlighted with a red box. The 'Languages' section shows 'Current Session Language' and 'Default Application Language' both set to 'American English'. The 'Accessibility' section shows 'Accessibility Features' set to 'None'. The 'Forms Launch' section is partially visible at the bottom.

General Preferences Cancel Reset to Default Apply

Languages

Current Session Language: American English ⓘ
Default Application Language: American English ⓘ

Accessibility

Accessibility Features: None ⓘ

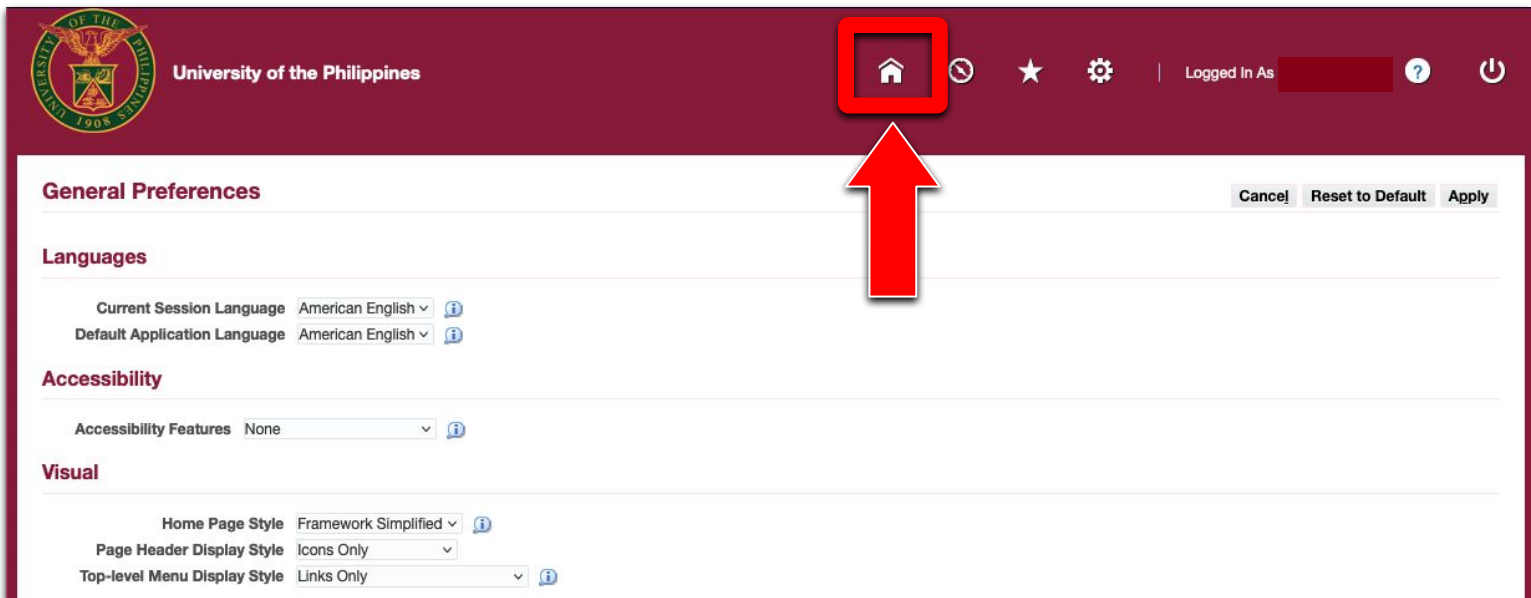
Visual

Home Page Style: Framework Simplified ⓘ
Page Header Display Style: Framework Only
Top-level Menu Display Style: Framework Simplified

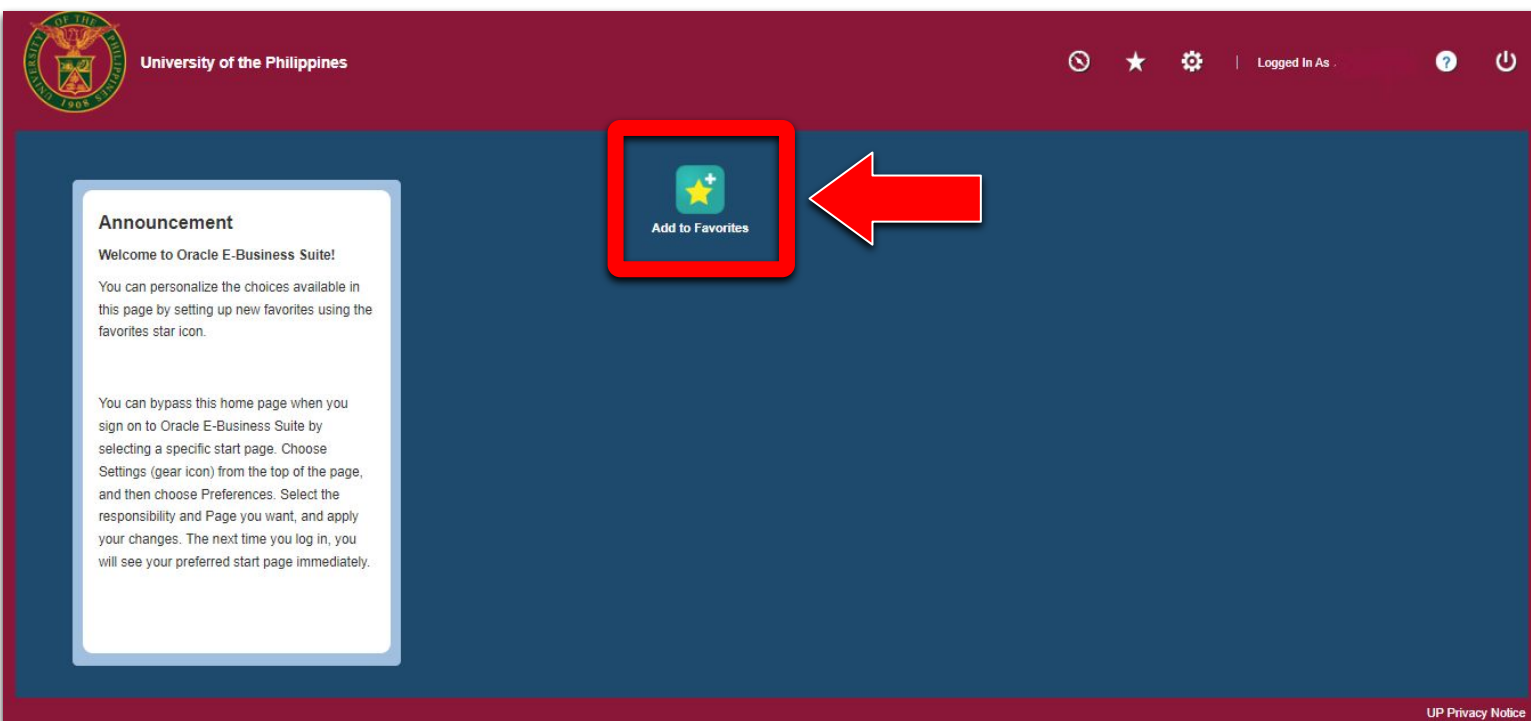
Forms Launch

Homepage

STEP 5: Go back to your homepage by clicking the Home icon found at the top menu.



On the homepage, click the Add to Favorites icon.



Manage Function

STEP 6: You will be directed to the Manage Favorites page.

In the Responsibility field, choose the responsibility then click the Go button.

The functions related to the chosen responsibility will then be displayed in the list.

Check the boxes of the Functions you want to Add to Favorites. Then, click the Add to Favorites button.

Then click the Apply button found at the upper right corner.

The screenshot shows the 'Manage Favorites' interface. A red box highlights the 'Apply' button in the top right corner. Another red box highlights the 'Add to Favorites' button in the 'Select Functions' section. A third red box highlights the 'Responsibility' dropdown menu, which is set to 'UP Employee Self Service', with a red arrow pointing to it. Below the functions list, the 'Favorites' section shows a table with columns: Up, Down, Favorite, Description, Responsibility, URL, and Open in New Window. The first row shows 'Submit COS (Employee Subn)' with a red box around the 'Up' button.

Manage Favorites Cancel Apply

Search for Functions

Function Prompt

Description

Responsibility Go

Select Functions: Add to Favorites Refresh Settings Help

Function Name	Description	Menu Hierarchy	Responsibility
<input checked="" type="checkbox"/> Submit COS		Employee Submissions/Requests : Certificate of Service	UP Employee Self Service
<input type="checkbox"/> Print COS		Employee Submissions/Requests : Certificate of Service	UP Employee Self Service
<input type="checkbox"/> Path of Office		Employee Submissions/Requests : Forms	UP Employee Self Service
<input type="checkbox"/> Certificate of Assumption to Duty		Employee Submissions/Requests : Forms	UP Employee Self Service
<input type="checkbox"/> Personal Data Sheet	UP HR PDS Print	Employee Submissions/Requests : Forms	UP Employee Self Service
<input type="checkbox"/> My Information	My Information: Person Details		UP Employee Self Service
<input type="checkbox"/> Performance Management	Employee: Performance Management Page	SPMS	UP Employee Self Service
<input type="checkbox"/> Print IPCR	IPCR Report	SPMS	UP Employee Self Service
<input type="checkbox"/> Print IPCR - Appraisal		SPMS	UP Employee Self Service
<input type="checkbox"/> SALN	Extra Information Types (Person) - UP SALN	SALN	UP Employee Self Service

Rows 21 to 42

Favorites

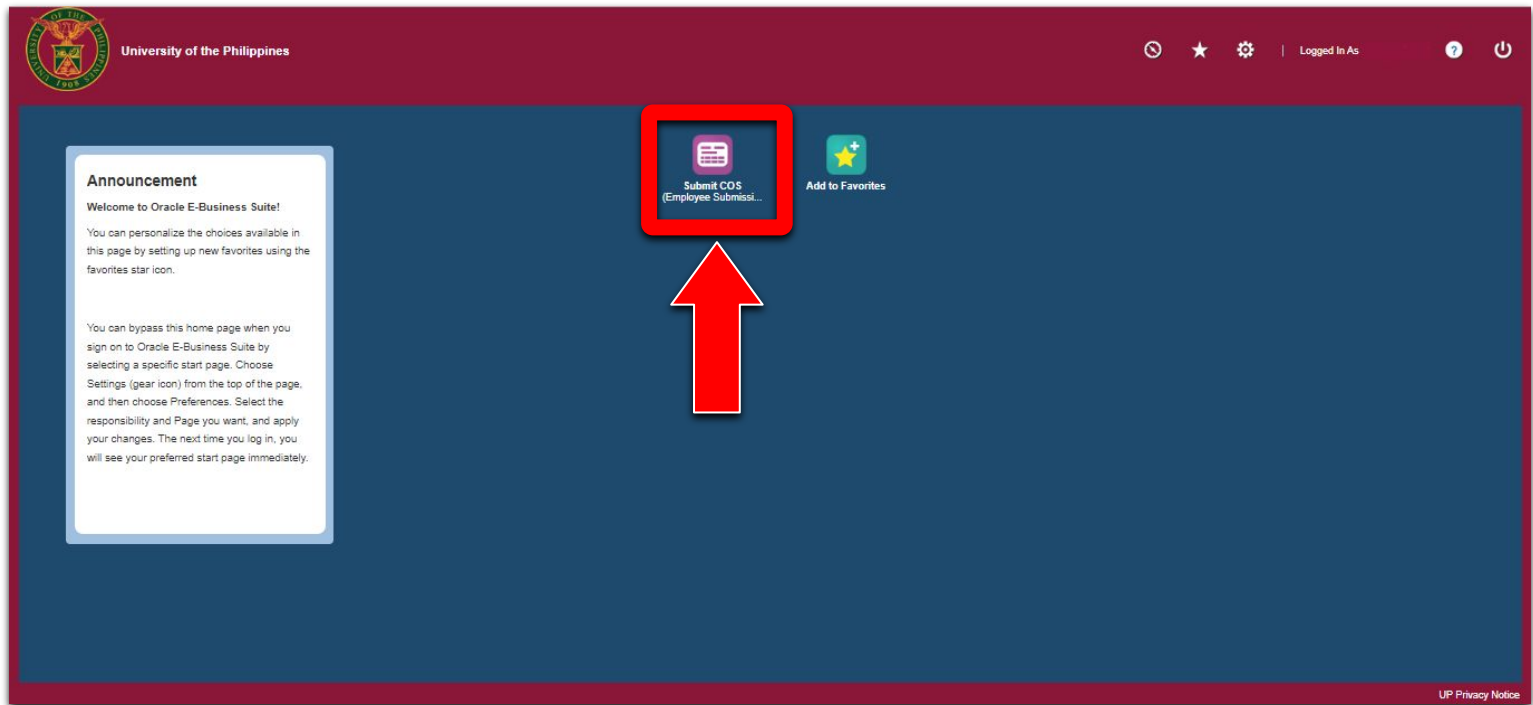
☒ TIP You can only update favorites that are available for your current login.
☒ TIP Only links that are outside Oracle E-Business Suite can be set to open in a new window (or tab).

Select Favorites: Remove Add Outside Link Refresh Settings Help

Up	Down	Favorite	Description	Responsibility	URL	Open in New Window
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Submit COS (Employee Subn	UP Employee Self Service		<input type="checkbox"/>

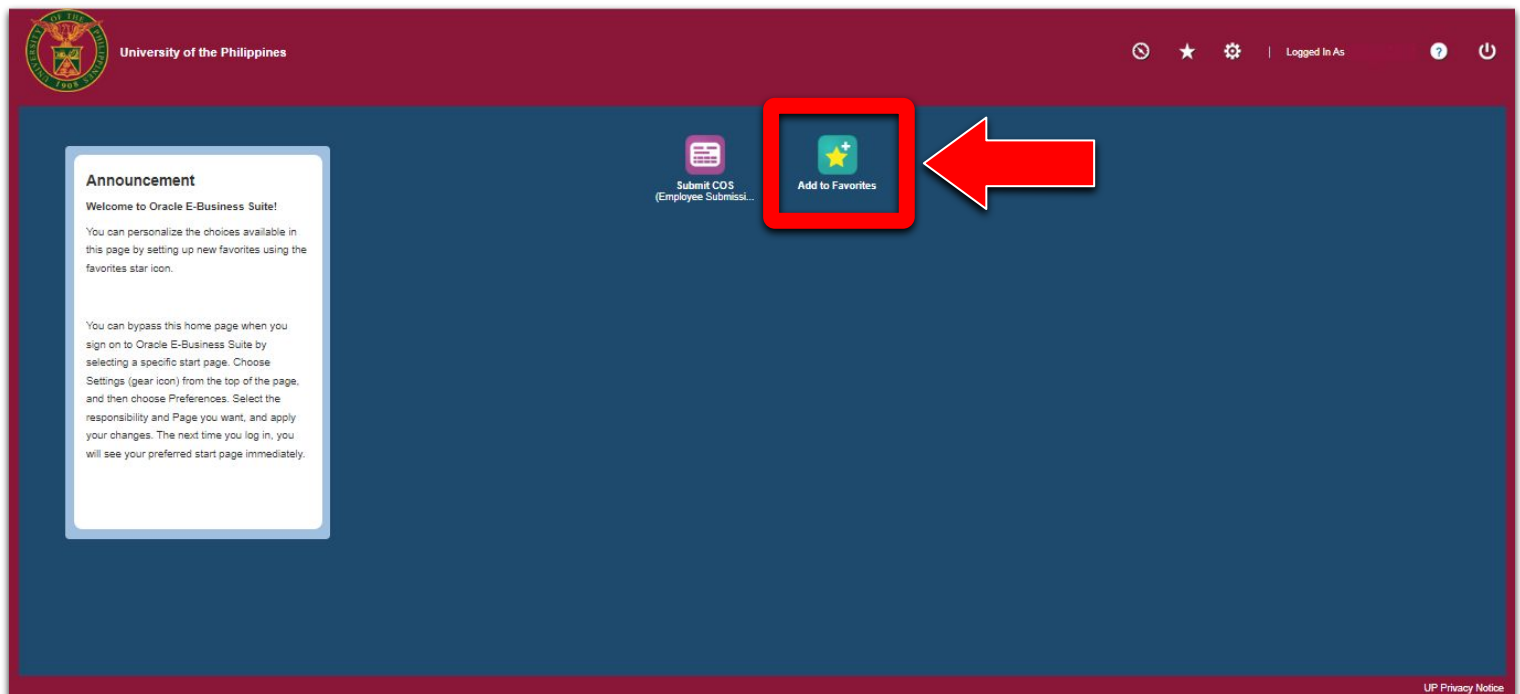
Homepage

The the icon of your added Favorite module is now visible in your homepage.



Removing from Favorites

NOTE: To remove from your Favorites, on the Homepage, click the "Add to Favorites" button.



Removing from Favorites

Manage Favorites Cancel Apply

Search for Functions

Function Prompt: Responsibility:

Select Functions:

Function Prompt	Description	Menu Hierarchy	Responsibility
<input checked="" type="checkbox"/> Submit COS		Employee Submissions/Requests : Certificate of Service	UP Employee Self Service
<input type="checkbox"/> Print COS		Employee Submissions/Requests : Certificate of Service	UP Employee Self Service
<input type="checkbox"/> Oath of Office		Employee Submissions/Requests : Forms	UP Employee Self Service
<input type="checkbox"/> Certificate of Assumption to Duty		Employee Submissions/Requests : Forms	UP Employee Self Service
<input type="checkbox"/> Personal Data Sheet	UP HR PDS Print	Employee Submissions/Requests : Forms	UP Employee Self Service
<input type="checkbox"/> My Information	My Information: Person Details		UP Employee Self Service
<input type="checkbox"/> Performance Management	Employee: Performance Management Page	SPMS	UP Employee Self Service
<input type="checkbox"/> Print IPCR	IPCR Report	SPMS	UP Employee Self Service
<input type="checkbox"/> Print IPCR - Appraisal		SPMS	UP Employee Self Service
<input type="checkbox"/> SALN	Extra Information Types (Person) - UP SALN	SALN	UP Employee Self Service

Favorites

☒ TIP You can only update favorites that are available for your current login.
☒ TIP Only Oracle E-Business Suite pages can be set to open in a new window (or tab).

Select Favorites:

	Up	Move	Down	Favorite	Description	Responsibility	URL	Open in New Window
<input checked="" type="checkbox"/>	<input type="button" value="Up"/>		<input type="button" value="Down"/>	<input checked="" type="checkbox"/>	Submit COS (Employee Subn	UP Employee Self Service		<input type="checkbox"/>

You will then be returned to the Manage Favorites window.

Go to the "Favorites" table or list in the lower part of the page.

You may remove a function from your Favorites by selecting the checkbox, and then clicking the Remove button.

After that, click the Apply button.

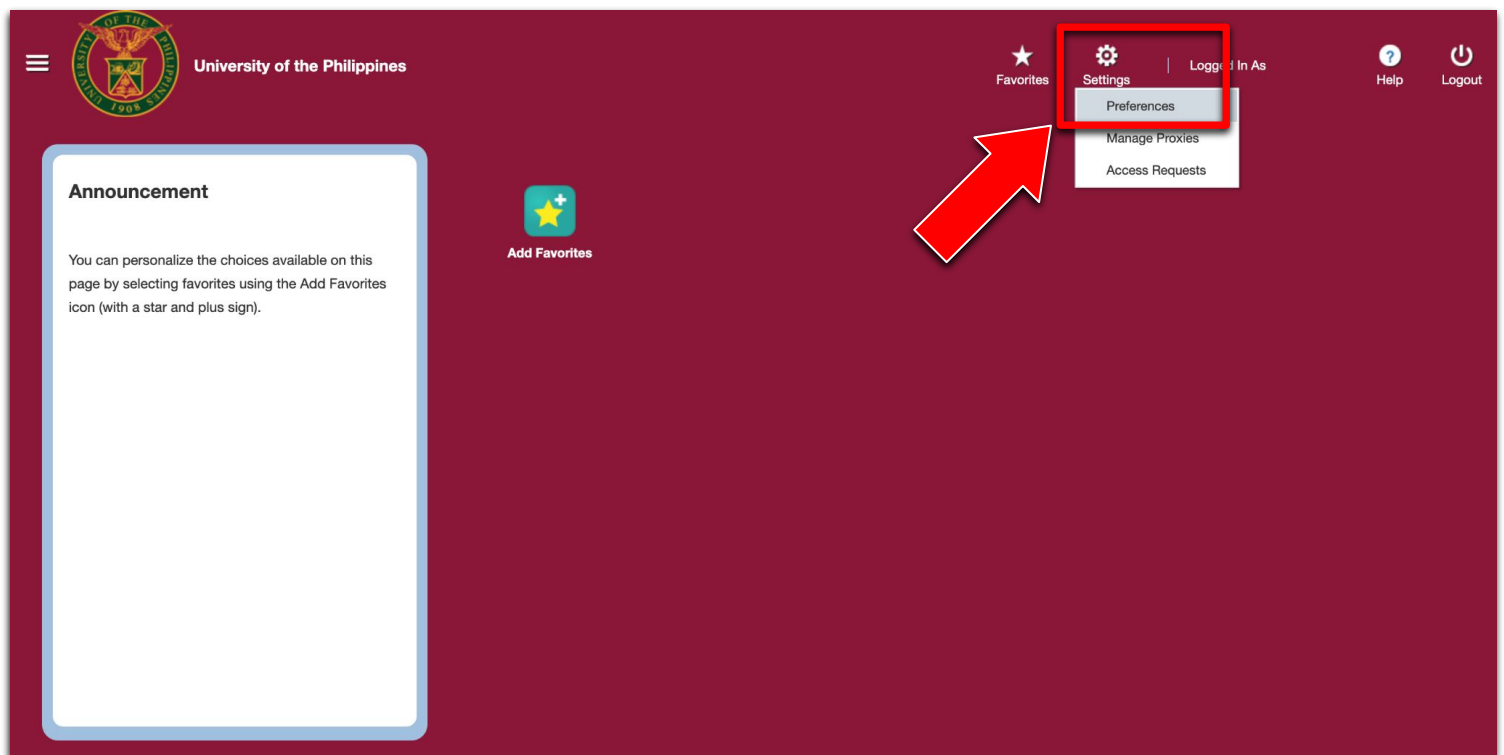
Returning to Framework Tree Home Page Layout (Default)

Returning to Framework Tree Home Page Layout (Default)

Should you prefer, you can return to the default page layout (Framework Tree Home Page).

To go back to that default layout:

STEP 1: Click the Gear icon/Settings at the top. Then, click "Preferences."



Returning to Framework Tree Home Page Layout (Default)

STEP 2: You will be directed to the General Preferences page.

Go to the Visual section.

In the Home Page Style option, click the dropdown menu and choose Framework Tree.

Then, click the Apply button.


The screenshot shows the 'General Preferences' page with a maroon header. The header contains a hamburger menu, the University of the Pacific logo, and navigation links: Home, Favorites, Settings, Logged In As, Help, and Logout. The 'General Preferences' section has tabs for 'Languages', 'Accessibility', and 'Visual'. The 'Visual' tab is active. In the 'Visual' section, the 'Home Page Style' dropdown is open, showing 'Framework Simplified' (checked) and 'Framework Tree' (highlighted with a red box and a red arrow pointing to it). The 'Page Header Display Style' is set to 'Framework Tree' and the 'Top-level Menu Display Style' is set to 'Framework only'. The 'Apply' button in the top right corner of the preferences panel is also highlighted with a red box and a red arrow pointing to it.

Then, you can click the Home button found at the top to go back to the Homepage.

Returning to Framework Tree Home Page Layout (Default)

The changes will then have been applied.

Your UIS Homepage will be reverted back to the default Framework Tree layout.



University of the Philippines

★
Favorites

⚙️
Settings

| Logged In As

🔍
Help

🔌
Logout

University Information System Home Page

Navigator

Personalize

- UP Employee Self Service
- UP ICS Self Service

Worklist

Full List (2)

From	Type	Subject	Sent
	HR	Your appraisal has been completed. Please review and provide feedback.	19-Jan...
	HR Save For Later	Personal Information is saved for later	11-Dec...

[TIP Vacation Rules](#) - Redirect or auto-respond to notifications.

Technical Support

For technical support, please contact us at the
UP System ICT Support at:

<https://ictsupport.up.edu.ph/>



This document was prepared by the Office of the Vice President for
Development-Information Technology Development Center (OVPD-ITDC).

