



Simplifying the UIS Homepage: Add Icons for Favorites

Quick Guide v2.1

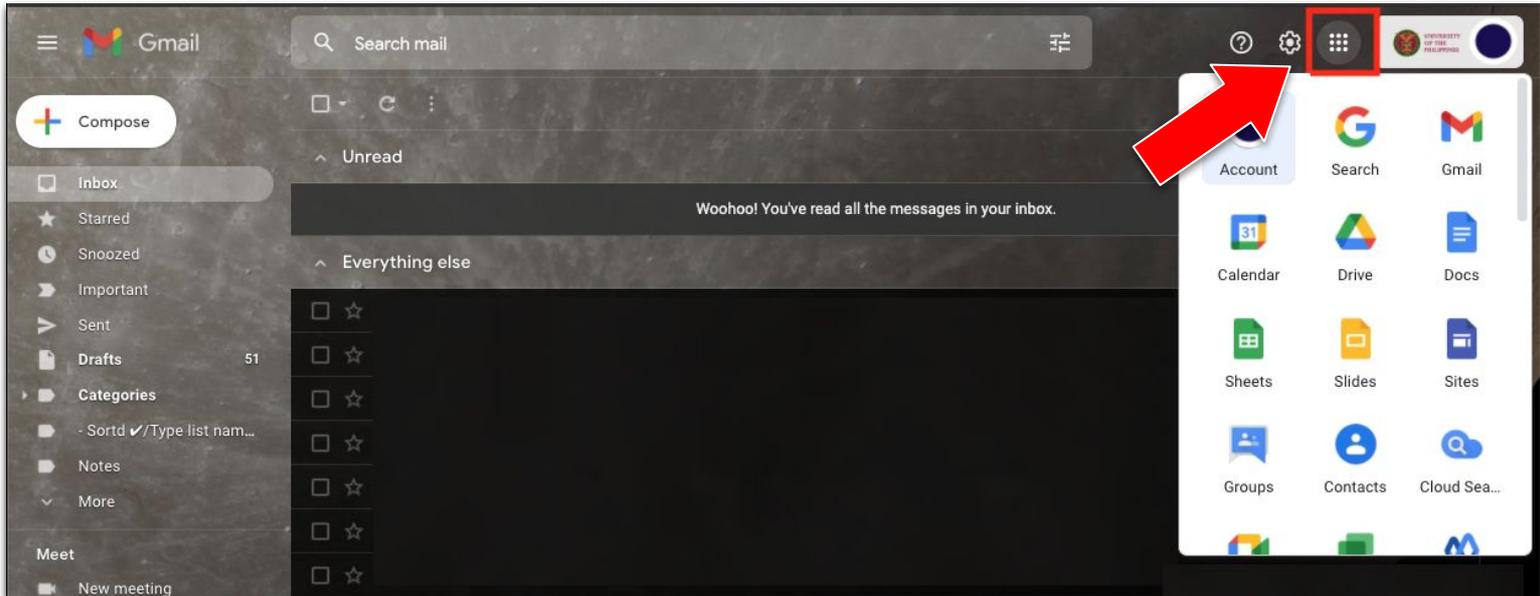
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- [Simplifying the UIS Homepage: Add Icons for Favorites](#) (click to go to steps)
 - [Returning to Framework Tree Home Page Layout \(Default\)](#) (click to go to steps)

Simplifying the UIS Homepage: Add Icons for Favorites

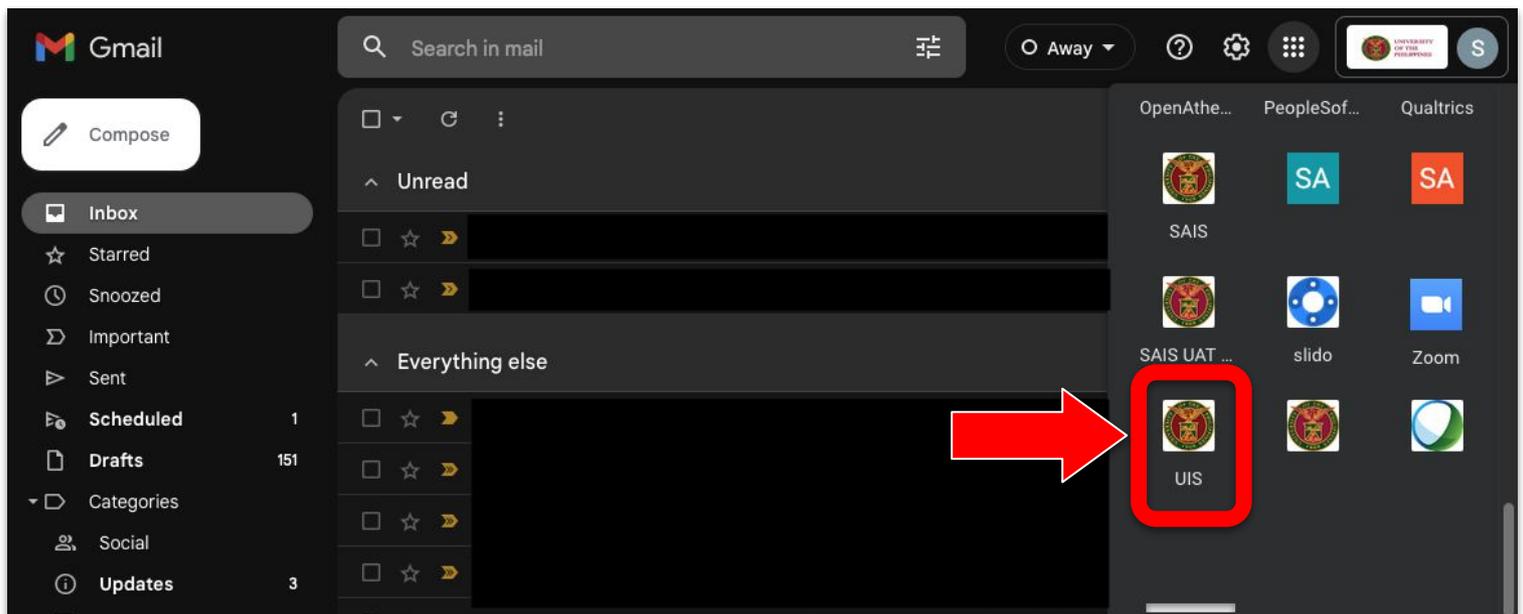
Log in to UIS

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.



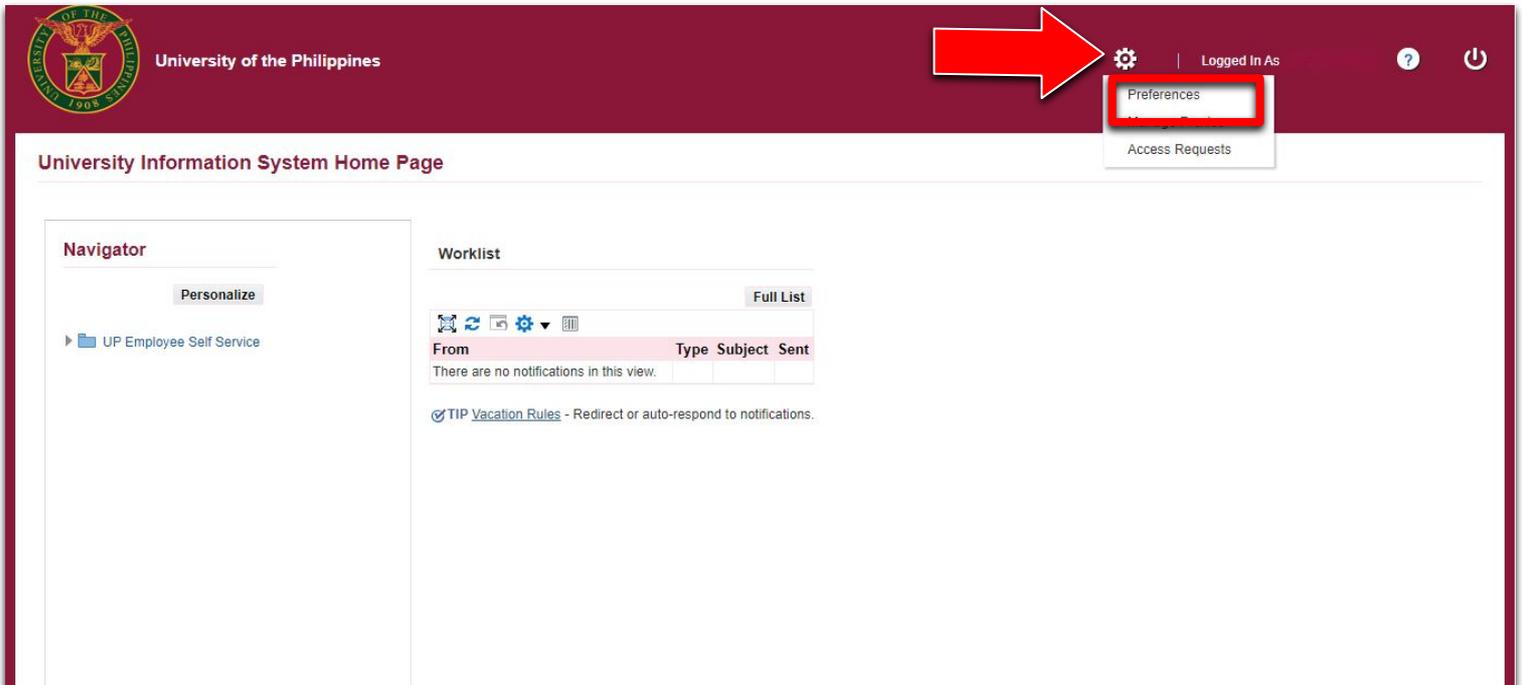
You will be then directed to your UIS account.



Preferences

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

STEP 3: Then click "Preferences."



The screenshot displays the University Information System (UIS) homepage. The header features the University of the Philippines logo and name on the left, and a gear icon for settings on the right. A red arrow points to the gear icon, which has a dropdown menu open showing 'Preferences' and 'Access Requests'. The main content area is titled 'University Information System Home Page' and includes a 'Navigator' section with a 'Personalize' button and a 'Worklist' section with a 'Full List' button. The 'Worklist' section shows a table with columns 'From', 'Type', 'Subject', and 'Sent', and a message: 'There are no notifications in this view.' Below the table, there is a checkbox for 'TIP Vacation Rules - Redirect or auto-respond to notifications.'

General Preferences

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

Go to the Visual section.

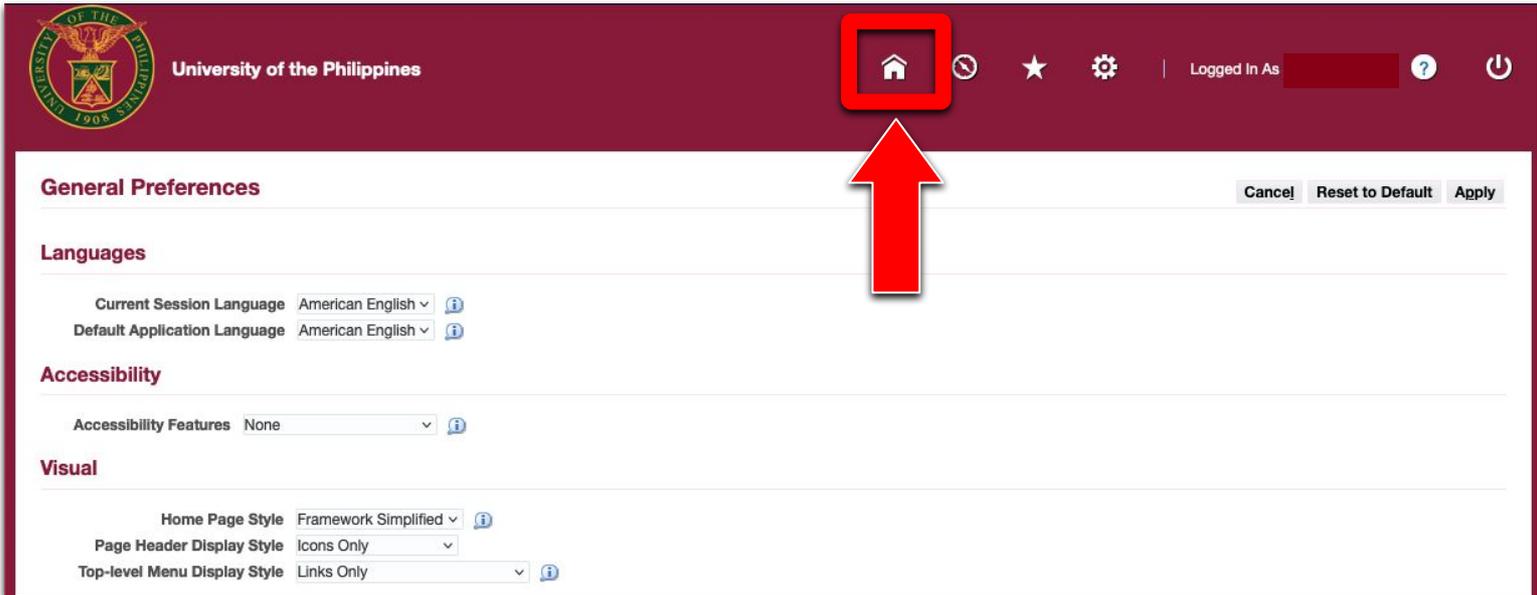
In the Home Page Style option, click the dropdown menu and choose Framework Simplified.

Then, click the Apply button.

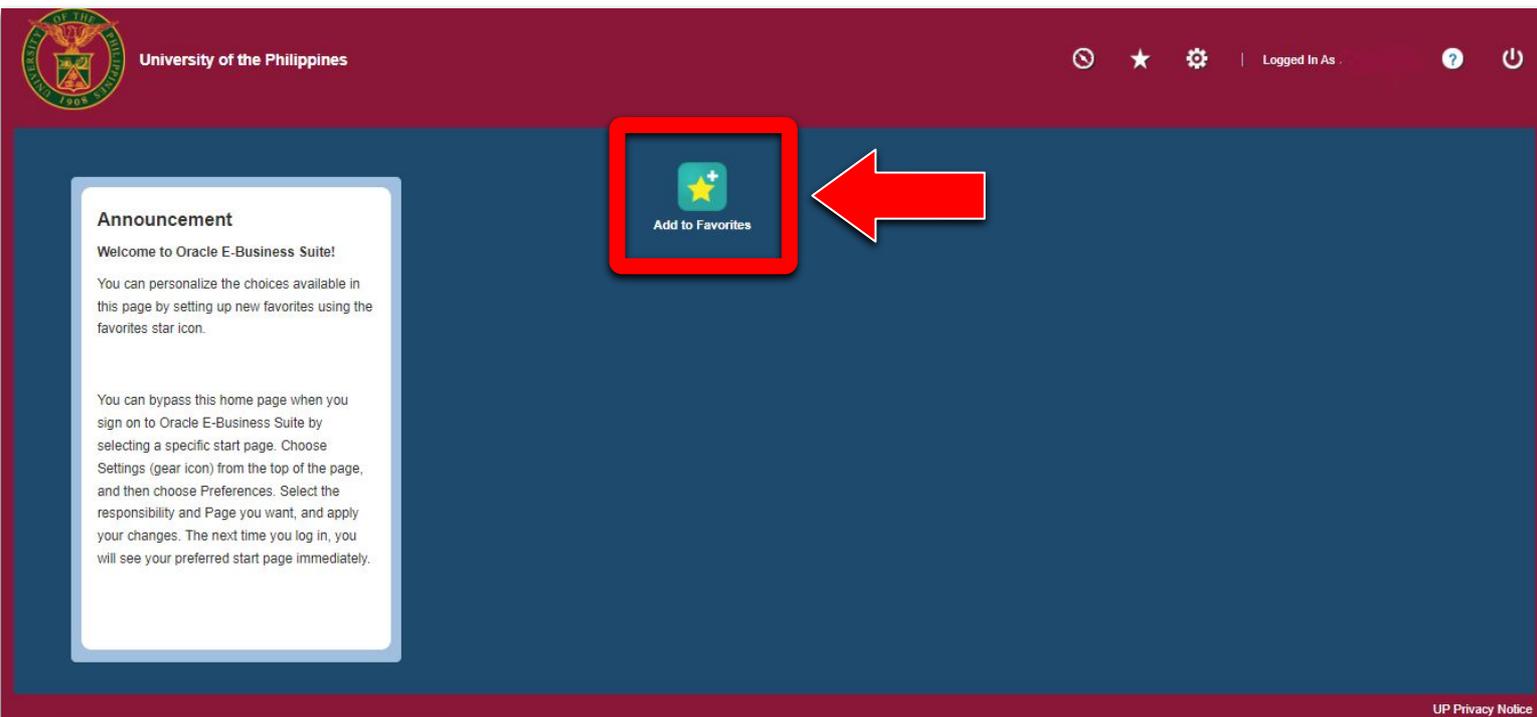
The screenshot displays the 'General Preferences' interface. At the top right, there are three buttons: 'Cancel', 'Reset to Default', and 'Apply'. The 'Apply' button is highlighted with a red box, and a red arrow points upwards towards it. Below the buttons, the 'Languages' section shows 'Current Session Language' and 'Default Application Language' both set to 'American English'. The 'Accessibility' section shows 'Accessibility Features' set to 'None'. The 'Visual' section is expanded, showing three options: 'Home Page Style', 'Page Header Display Style', and 'Top-level Menu Display Style'. The 'Home Page Style' dropdown menu is open, showing 'Framework Simplified' as the selected option. A red box highlights the 'Home Page Style' label and the dropdown menu, with a red arrow pointing left towards the selected option. The 'Forms Launch' section is partially visible at the bottom.

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.

Manage Favorites Cancel **Apply**

Search for Functions

Function Prompt: _____
Description: _____

Responsibility: **UP Employee Self Service** Go

Select Functions: Add to Favorites Rows 21 to 42

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

Favorites

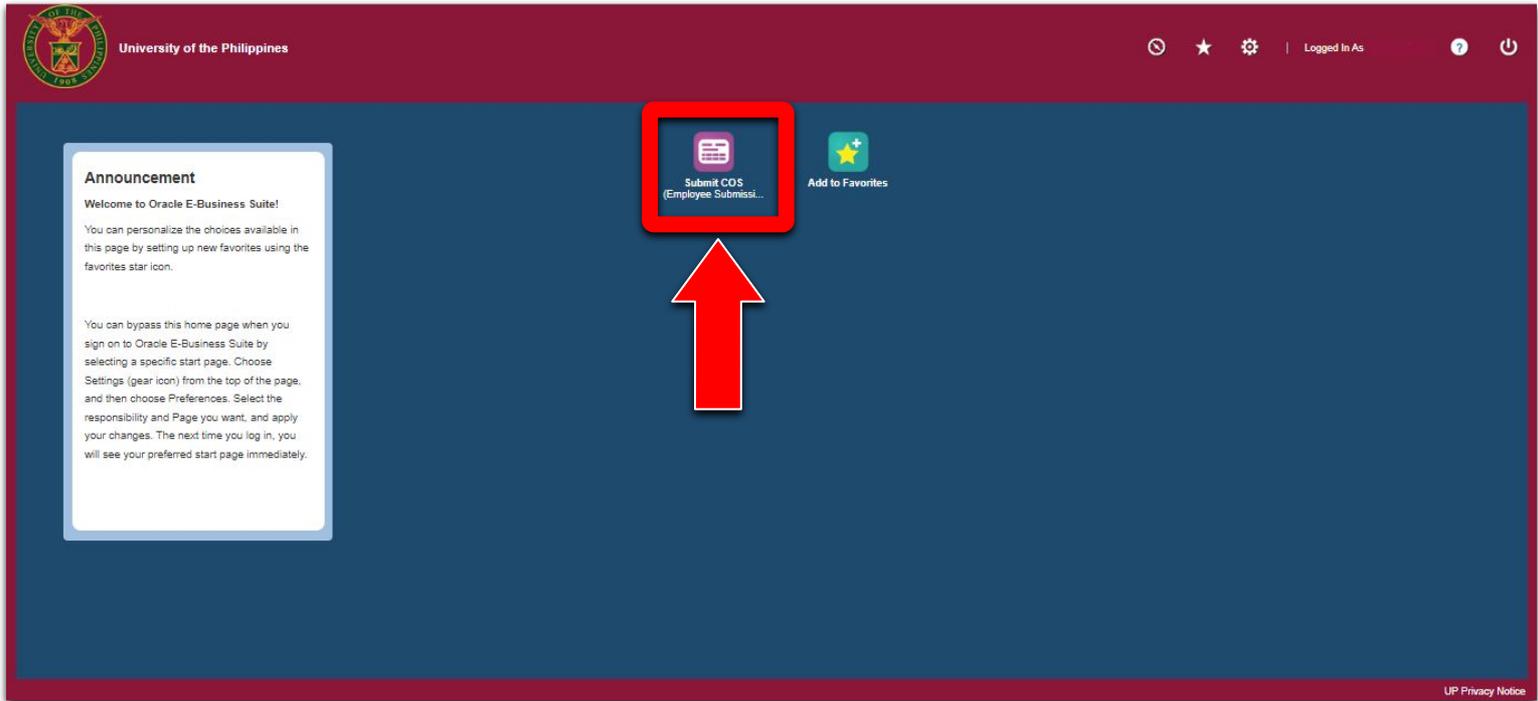
TIP You can only update favorites that are available for your current login.
 TIP Only links that are available in Oracle E-Business Suite can be set to open in a new window (or tab).

Select Favorites: Remove Add Outside Link

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

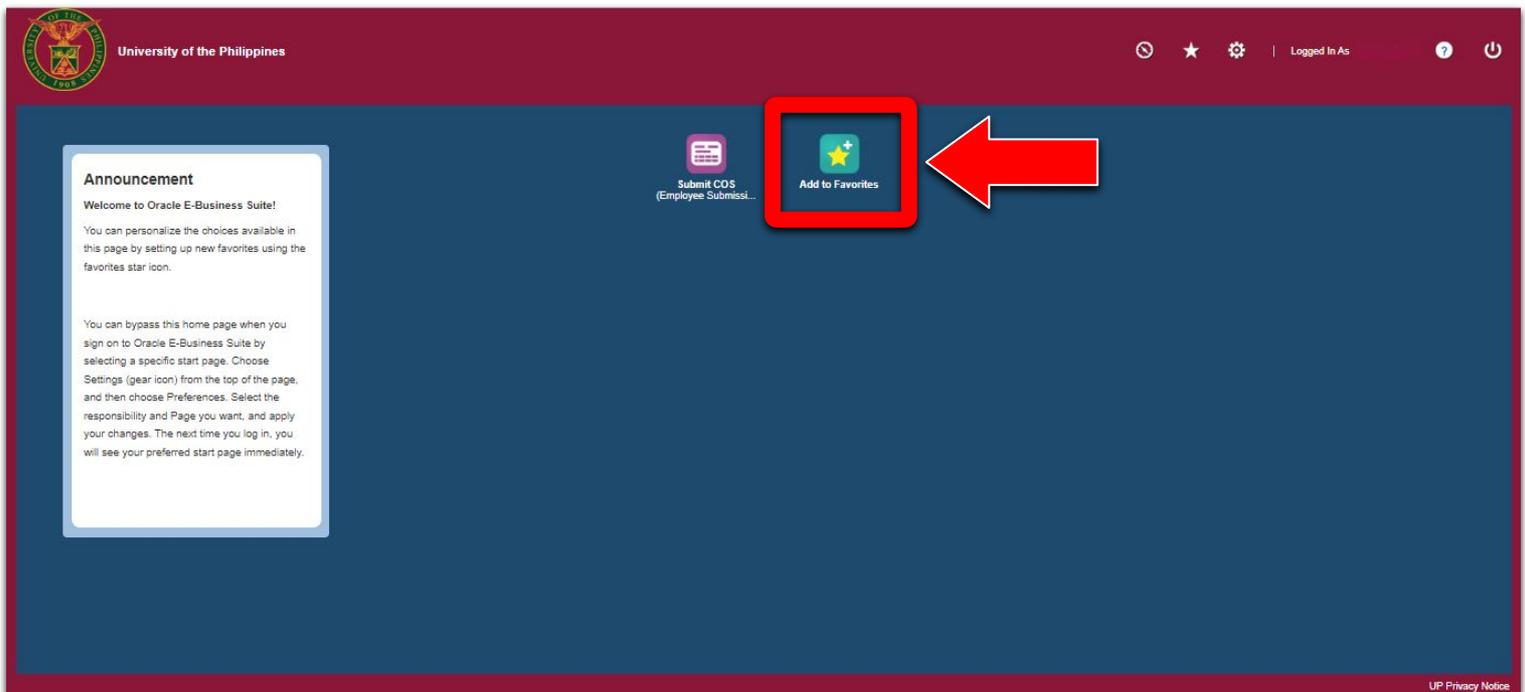
Homepage

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

The screenshot displays the 'Manage Favorites' window. At the top right, there are 'Cancel' and 'Apply' buttons, with 'Apply' highlighted by a red box. Below the search bar, a table lists various functions. The 'Submit COS' function is selected, and its 'Remove' button is highlighted with a red box. Below this table is the 'Favorites' section, which contains a table with columns for 'Favorite', 'Description', 'Responsibility', 'URL', and 'Open in New Window'. The 'Submit COS (Employee Subn)' entry is listed, and its 'Favorite' checkbox is checked and highlighted with a red box.

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 Tvoes (Person) - UP SALN	SALN	UP Employee Self Service

Favorite	Description	Responsibility	URL	Open in New Window
<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.

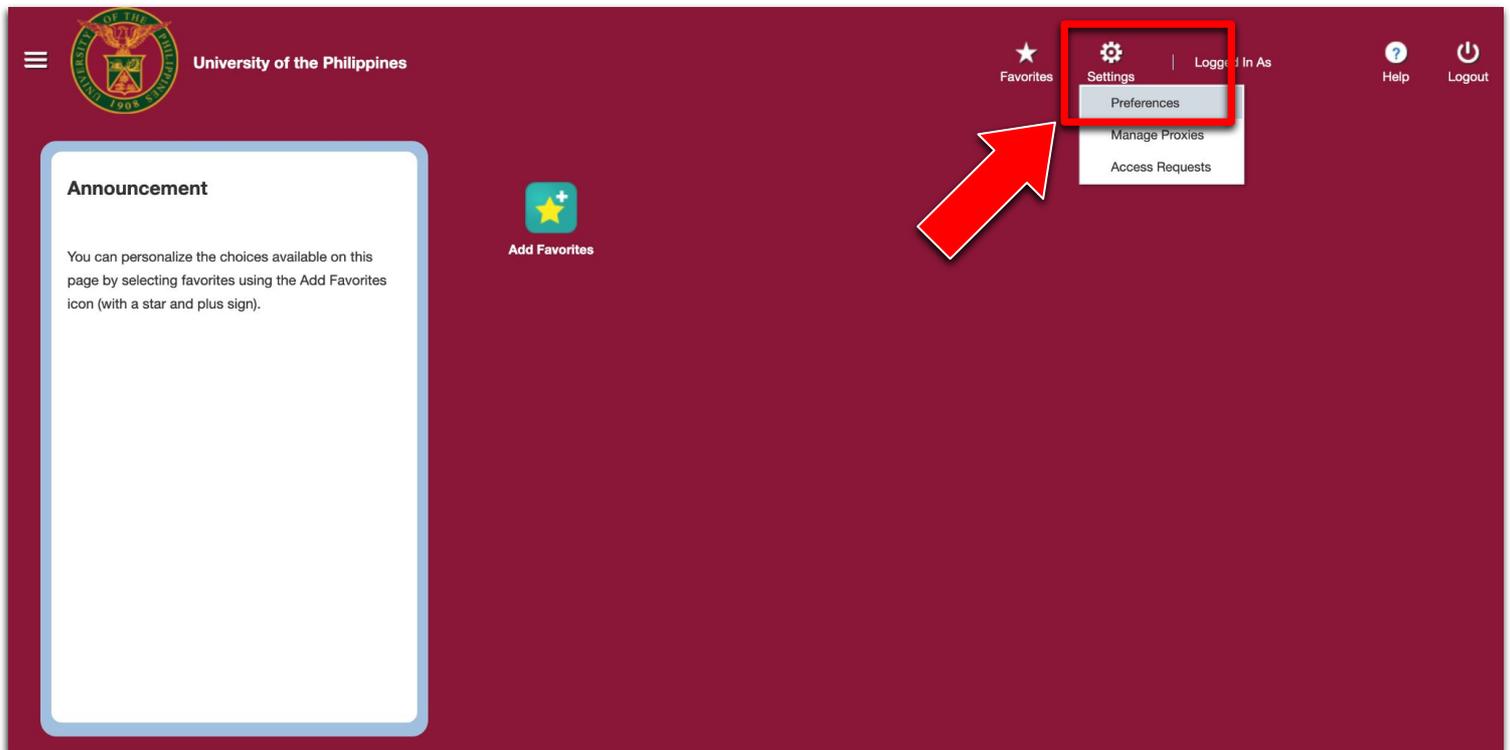
Returning to Framework Tree Home Page Layout (Default)

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.

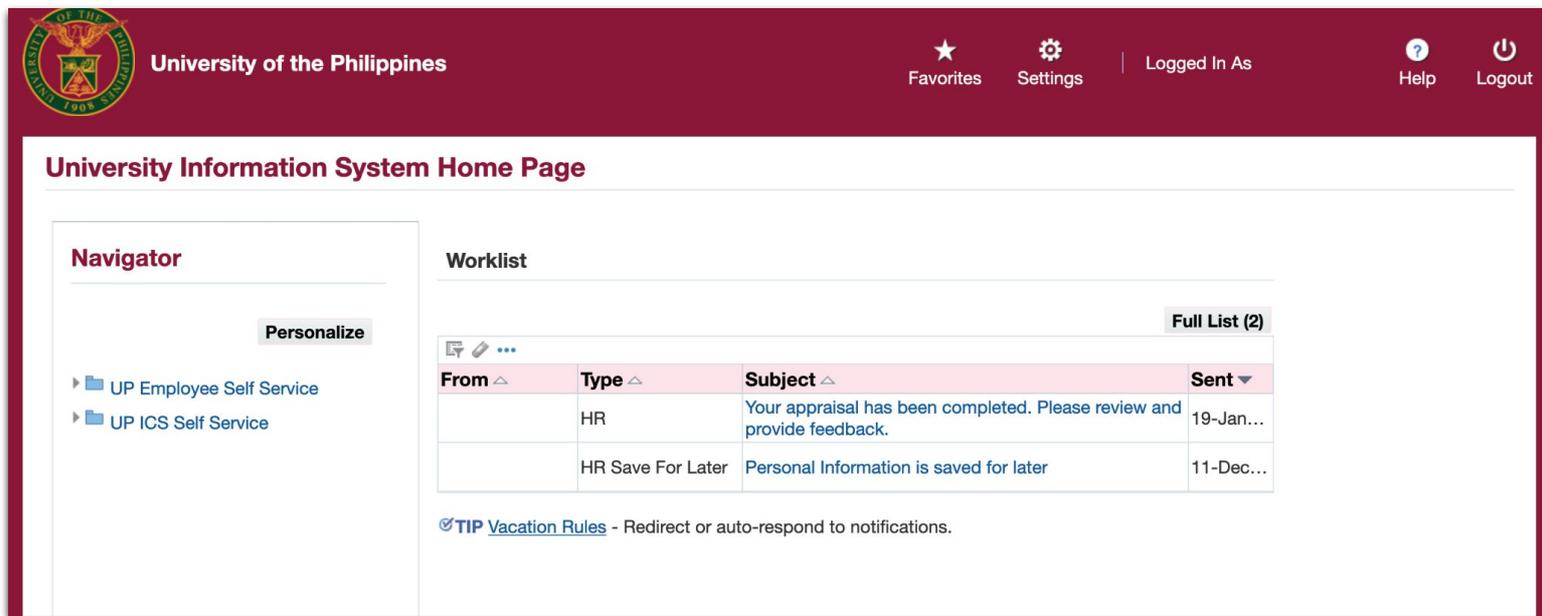
The screenshot shows the 'General Preferences' page. The 'Visual' section is active, and the 'Home Page Style' dropdown menu is open, with 'Framework Tree' selected. A red arrow points to the 'Apply' button in the top right corner of the preferences panel. Another red arrow points to the 'Framework Tree' option in the dropdown menu.

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.



The screenshot displays the University of the Philippines Information System Home Page. The header includes the university logo, the name "University of the Philippines", and navigation links for Favorites, Settings, Logged In As, Help, and Logout. The main content area is titled "University Information System Home Page" and is divided into two sections: "Navigator" and "Worklist".

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
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