

Additional Resources Training

Personalizing Pages

Overview:

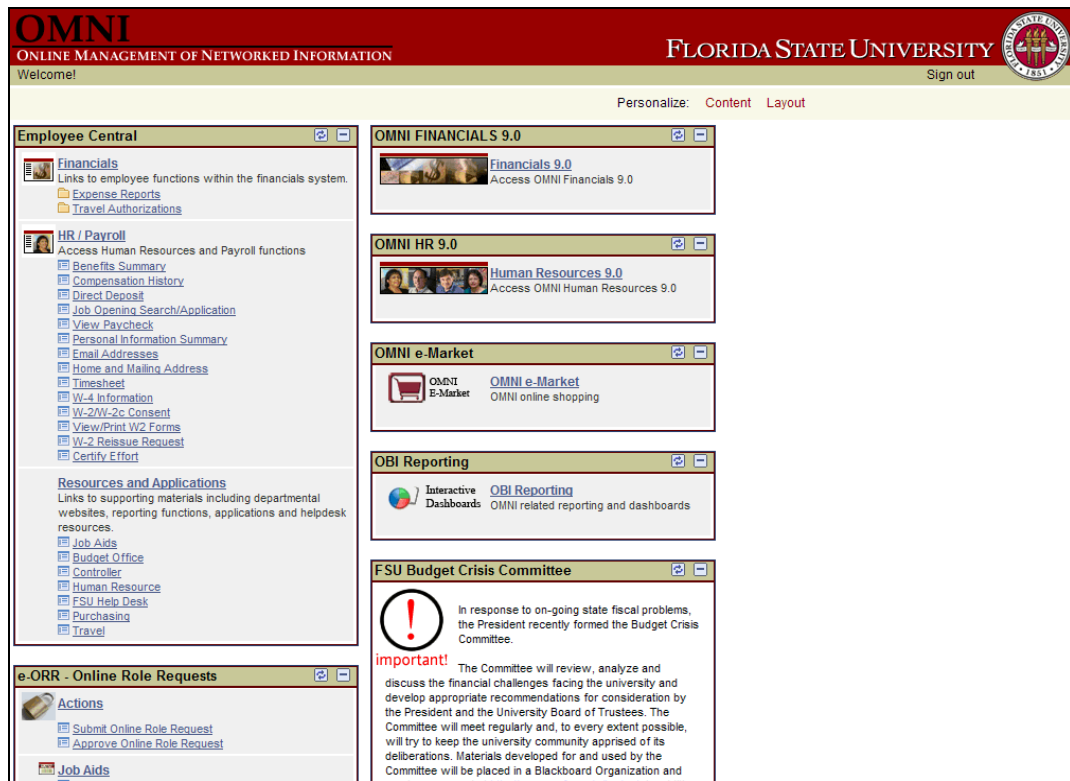
Understanding How to Personalize Pages in OMNI:

The Personalize function allows users to make unique customizations to the way he or she sees and uses OMNI. There are a variety of different options available for customization within OMNI. Take a few moments to complete this tutorial on how to use the Personalize feature, then experiment with your own customizations in OMNI to find the right combination for you!

Procedure

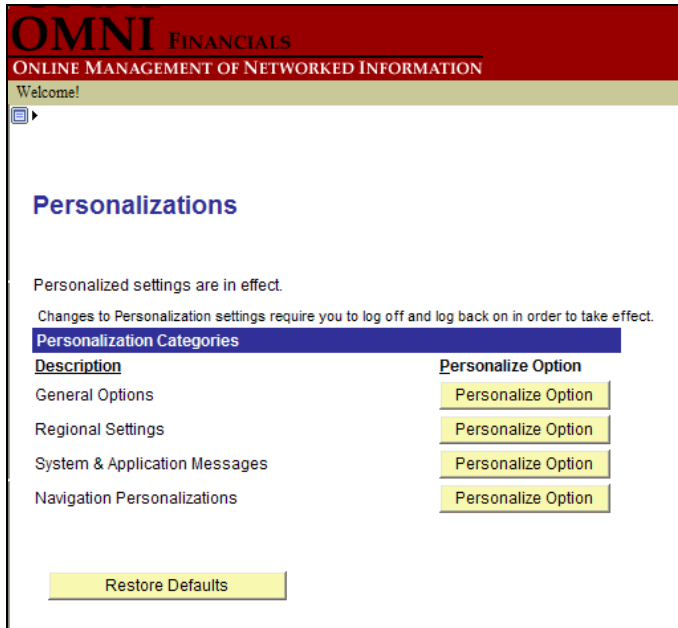
Scenario:

In this topic, you will learn how to use Personalizations to customize OMNI to your liking.

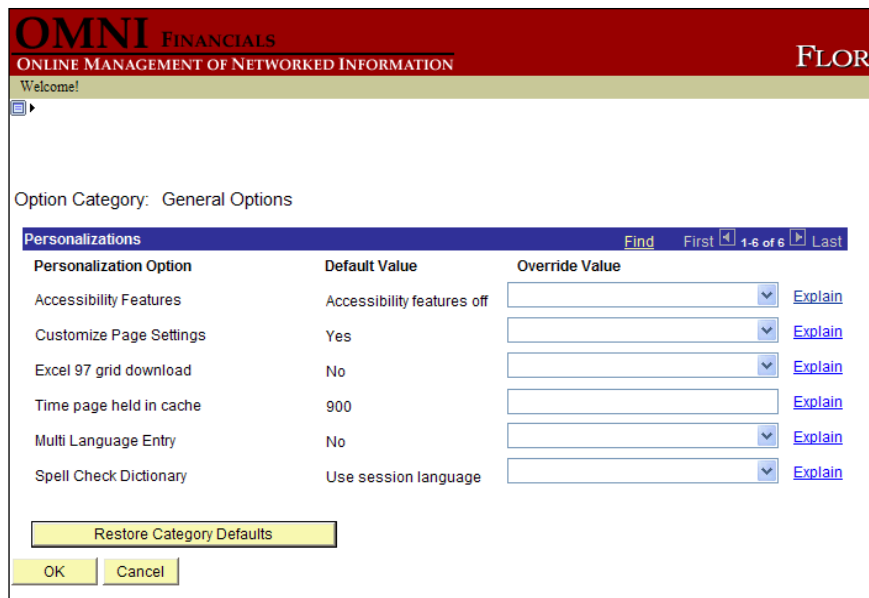


Step	Action
1.	<p>Go into the module where you would like to set your personalizations.</p> <p>For the purpose of this example, click the Financials 9.0 link.</p> <p>Financials 9.0</p>

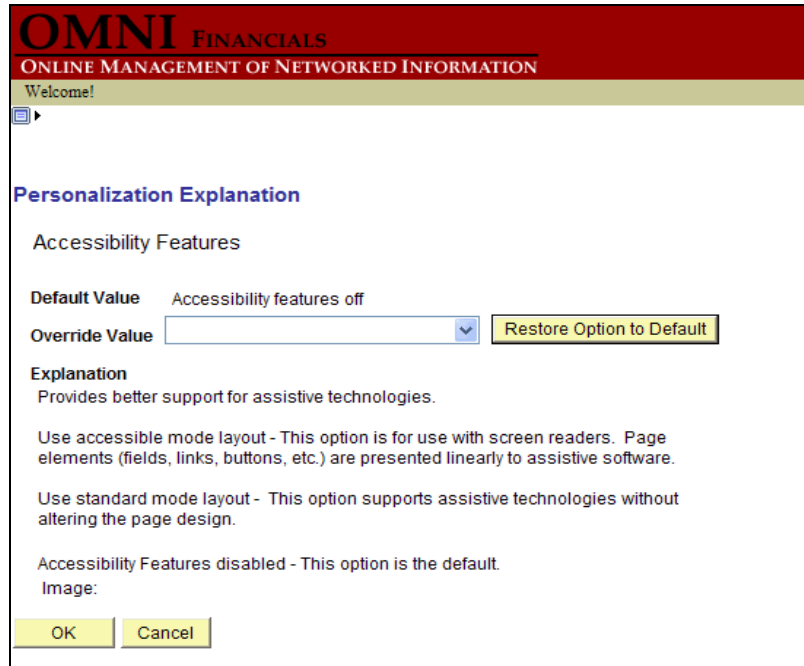
Step	Action
2.	Click the My Personalizations link to the bottom of the left-hand navigation menu. My Personalizations



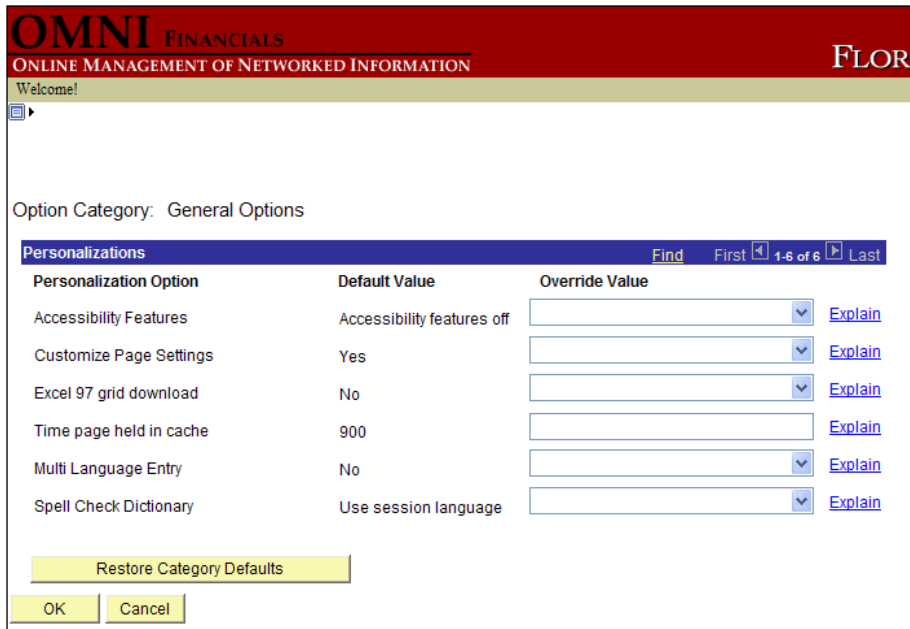
Step	Action
3.	Personalization options are available for various aspects of OMNI. Click the Personalize Option button for each category to see its unique settings. Personalize Option



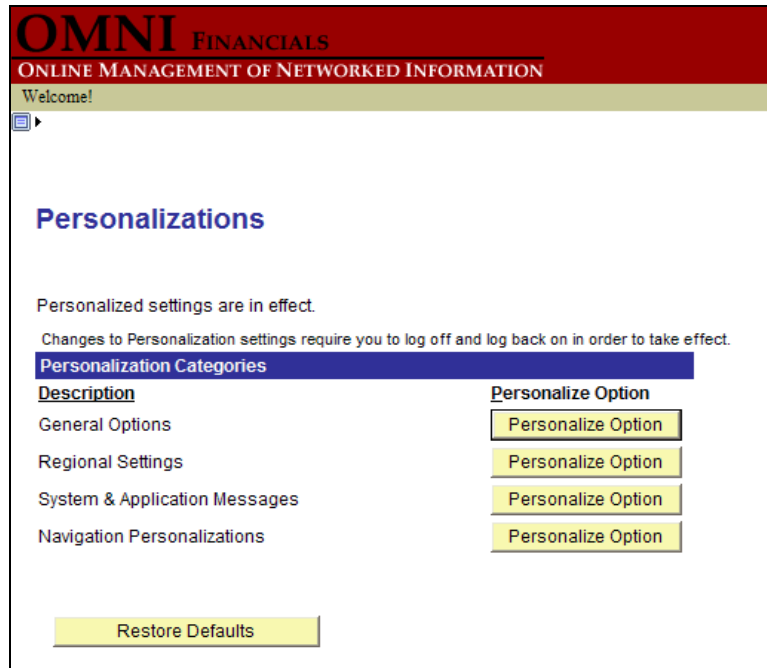
Step	Action
4.	For more information about a setting, click the corresponding Explain link. Explain



Step	Action
5.	Read the feature's description, then click the OK button to return to the previous screen. OK



Step	Action
6.	<p>Review the options available from this page.</p> <p>Click the Cancel button to go back to the main personalization menu.</p> <p>Cancel</p>



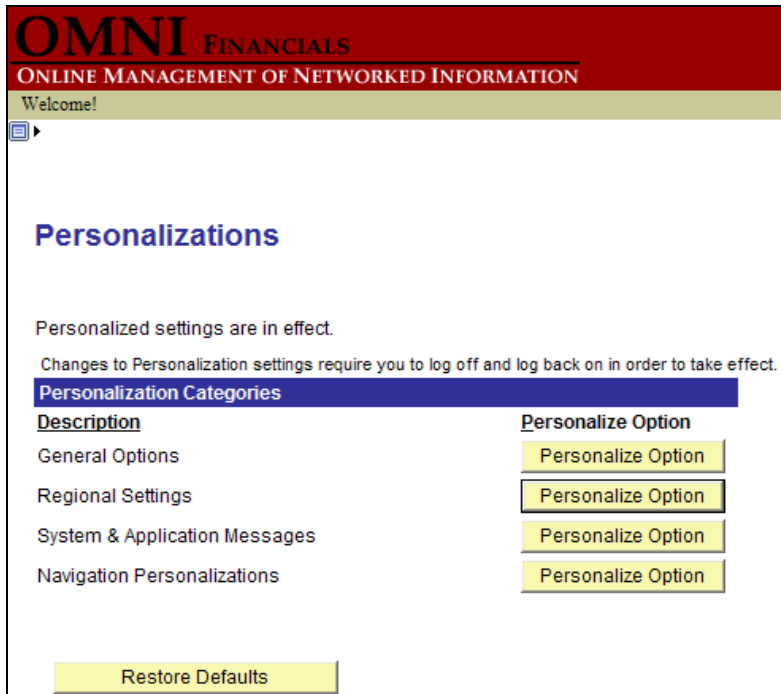
Step	Action
7.	<p>Click the Personalize Option button for Regional Settings.</p> <p>Personalize Option</p>

The screenshot shows the 'Regional Settings' section of the OMNI FINANCIALS application. It features a table of personalization options with columns for 'Personalization Option', 'Default Value', and 'Override Value'. Each row includes an 'Override Value' input field and an 'Explain' link. At the bottom, there are buttons for 'Restore Category Defaults', 'OK', and 'Cancel'.

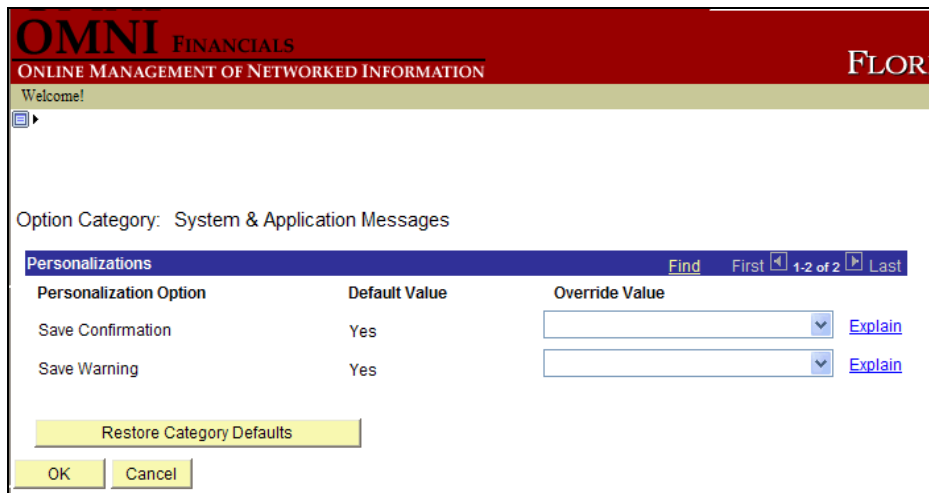
Personalization Option	Default Value	Override Value
Afternoon designator (PM, pm)	PM	<input type="text"/>
Auto-recognize Gregorian dates	Yes	<input type="text"/>
Calendar	Gregorian	<input type="text"/>
Decimal Separator	.	<input type="text"/>
Date Format	MMDDYY	<input type="text"/>
Date Separator	/	<input type="text"/>
Local Time Zone	Pacific Time (US)	<input type="text"/>
Morning designator (AM, am)	AM	<input type="text"/>
Time Format	12 hour clock	<input type="text"/>
Time Separator	:	<input type="text"/>
Digit Group Separator	,	<input type="text"/>
Use Local Timezone	No	<input type="text"/>
First day of week	0: Sunday	<input type="text"/>

Buttons:

Step	Action
8.	<p>Review the options available from this page.</p> <p>Click the Cancel button to go back to the main personalization menu.</p> <p><input type="button" value="Cancel"/></p>



Step	Action
9.	Click the Personalize Option button for System & Application Messages. <input type="button" value="Personalize Option"/>



Step	Action
10.	Review the options available from this page. Click the Cancel button to go back to the main personalization menu. <input type="button" value="Cancel"/>



Step	Action
11.	Click the Personalize Option button for Navigation Personalizations. 

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Welcome!

Option Category: Navigation Personalizations

Personalizations Find First 1-17 of 17 Last

Personalization Option	Default Value	Override Value	
Tab over Add/Del Buttons (+/-)	No	<input type="text" value=""/>	Explain
Automatic menu collapse	No	<input type="text" value=""/>	Explain
Show browser address location	Yes	No	Explain
Show browser navigation bar	Yes	No	Explain
Show browser links	Yes	No	Explain
Show browser menu	Yes	No	Explain
Tab over Calendar Button	No	No	Explain
Default Expert Entry On	Yes	No	Explain
Max rows for View All	100	<input type="text" value=""/>	Explain
Tab over Grid Tabs	No	<input type="text" value=""/>	Explain
Tab over Header Icons	No	<input type="text" value=""/>	Explain
Tab over Lookup Button	No	<input type="text" value=""/>	Explain
Tab over Navigation Bar	No	<input type="text" value=""/>	Explain
Tab over Browser Elements	No	<input type="text" value=""/>	Explain
Tab over Page Links	No	<input type="text" value=""/>	Explain
Tab over Related Page Links	No	<input type="text" value=""/>	Explain
Tab over Toolbar	No	<input type="text" value=""/>	Explain

[Restore Category Defaults](#)

Step	Action
12.	Enable or disable various features by selecting Yes or No from the drop-down list. Click the Override Value list for the desired option. <input type="text" value=""/>

Welcome!

Option Category: Navigation Personalizations

Personalization Option	Default Value	Override Value	
Tab over Add/Del Buttons (+/-)	No	<input type="text"/>	Explain
Automatic menu collapse	No	<input type="text"/>	Explain
Show browser address location	Yes	No	Explain
Show browser navigation bar	Yes	Yes	Explain
Show browser links	Yes	No	Explain
Show browser menu	Yes	No	Explain
Tab over Calendar Button	No	No	Explain
Default Expert Entry On	Yes	No	Explain
Max rows for View All	100	<input type="text"/>	Explain
Tab over Grid Tabs	No	<input type="text"/>	Explain
Tab over Header Icons	No	<input type="text"/>	Explain
Tab over Lookup Button	No	<input type="text"/>	Explain
Tab over Navigation Bar	No	<input type="text"/>	Explain
Tab over Browser Elements	No	<input type="text"/>	Explain
Tab over Page Links	No	<input type="text"/>	Explain
Tab over Related Page Links	No	<input type="text"/>	Explain
Tab over Toolbar	No	<input type="text"/>	Explain

[Restore Category Defaults](#)


Step	Action
13.	Scroll down to the bottom of this page.
14.	Click the OK button to save any changes. <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;">OK</div>

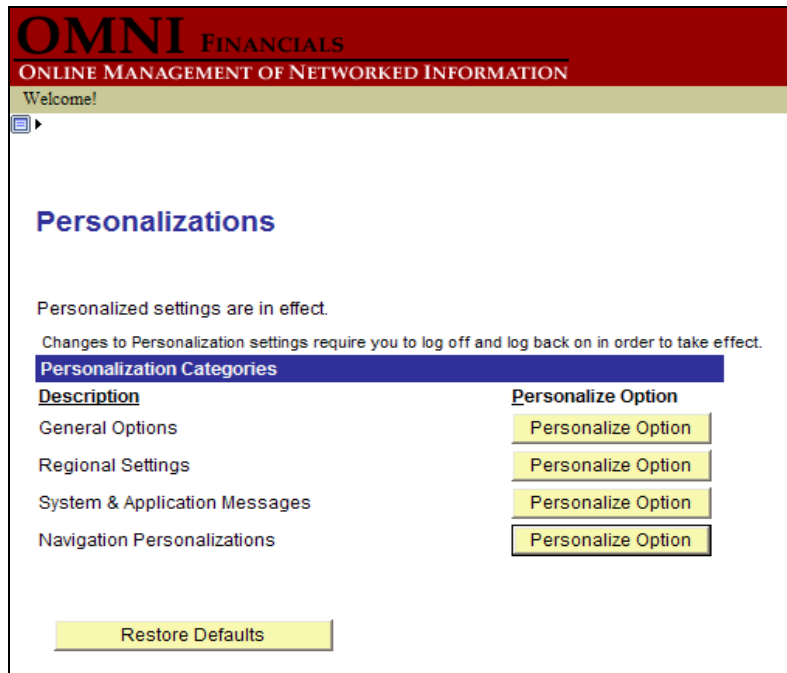
Welcome!

Save Confirm

✓ Your Personalizations have been saved.

[Return](#)

Step	Action
15.	Click the Return button. 



Step	Action
16.	Another great feature that can be used to personalize the look and feel of OMNI pages is the Customize Page option. These next few steps will show how to use this functionality.
17.	Go to the page that you wish to customize. Pages with multiple tabs (such as the one pictured here) are particularly useful to customize. Customizing this page will force the page to default to a specific tab each time the page is revisited.

Training Guide

Additional Resources Training

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FLORIDA STATE UNIVERSITY

Welcome! Home Worklist Favorites Sign Out

[New Window](#) | [Help](#) | [Customize Page](#) | [help](#)

Summary | Identifying Information | **Address** | [Contacts](#) | [Location](#) | [Custom](#)

SetID: SHARE
 Vendor ID: 0000009261
 Vendor Short Name: FLORADEPT FLORADEPT
 Vendor Name: FLORIDA DEPARTMENT OF HEALTH

Order: FLORADEPT Remit To: FLORADEPT
 OFFICE OF PUBLIC HEALTH RESEARCH OFFICE OF PUBLIC HEALTH RESEARCH
 TALLAHASSEE, FL 32399-1749 TALLAHASSEE, FL 32399-1749

Status: Approved Last Modified By:
 Persistence: Regular Last modified date: 07/30/2009 9:31AM
 Classification: Supplier Created By:
 HCM Class: Created Date/time:
 Open for Ordering: Yes Last Activity Date: 08/28/2009
 Withholding: No Supplier Diversity Code: V Other Non-Profit
 VAT: No

Save | Return to Search | Previous in List | Next in List | Notify | Add | Update/Display | Include History | Correct History

[Summary](#) | [Identifying Information](#) | [Address](#) | [Contacts](#) | [Location](#) | [Custom](#)

Step	Action
18.	Drill to the tab you'd like to appear first. For the purpose of this example, click the Address tab. <div style="border: 1px solid red; padding: 2px; display: inline-block; color: red; font-weight: bold;">Address</div>



[Summary](#) | [Identifying Information](#) | [Address](#) | [Contacts](#) | [Location](#) | [Custom](#)

SetID: SHARE [Vendor Address Search](#)
 Vendor: 0000009261 Short Vendor Name: FLORADEPT Name: FLORIDA DEPARTMENT OF HEALTH

Vendor Address Find | View All First 1 of 18 Last

Address ID: 1
 Description: DIV MEDICAL QUALITY ASSURANCE

Details Find | View All First 1 of 1 Last

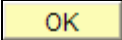
Effective Date: 10/07/2004
 Status: Active
 Country: USA United States
 Address 1: PO BOX 6320
 Address 2:
 Address 3:
 City: TALLAHASSEE
 County: LEON Postal: 32314-6320
 State: FL Florida
 Email ID: dbest@admin.fsu.edu

Payment/Withholding Alt Names

Phone Information Customize | Find | View All First 1 of 1 Last

*Type	Prefix	Telephone	Extension
Business		850/644-8821	

Step	Action
19.	Click the Customize Page link in the top right corner of the page. Customize Page

Step	Action
20.	Click the Put this page in front (the current tab) when I come into this component option.
21.	Notice there are some additional customizations available from this page. Use the tabbing order below to sequence the order the fields will tab to when pressing the Tab button on your keyboard. NOTE: Each page has different customization options, so these same options may or may not appear on every page.
22.	Don't be afraid to experiment with different customizations. You always have the option to Restore Default settings if you do not like the customizations you set.
23.	Click the OK button. 
24.	This tab will now be the first tab to appear when visiting this page.

25.

Congratulations!
You have completed this topic.

End of Procedure.