

# PeopleSoft v9.2 WorkCenter Administration

Financials Supply Chain Management (FSCM)  
and Human Capital Management (HCM)

# WorkCenter Administration

## Agenda

PeopleSoft WorkCenter Administrations will teach the core concepts and mechanics of how WorkCenters are designed for specific roles and provide a central area for users to access key components within the PeopleSoft Applications. During the workshop through hands-on activities we will review the most important considerations and methodology for designing a new WorkCenter and the implication of design decisions as well as learn how to configure a WorkCenter using system defined links and the Filter Builder.

WorkCenters are a type of configurable PeopleSoft page that enable you to offer access to related transactions, analytics data, query results, and other PeopleSoft resources from one central location. Learn to organize the elements on WorkCenter pages based on processes, procedures, roles, or other business requirements that are specific to your organization.

**Prerequisites:** PeopleSoft v9.2 Foundations (FSCM) OR PeopleSoft v9.2 Foundations (HCM).

## Delivered WorkCenter Features

- Pagelet Area
- Target Content Area
- WorkCenter Personalization

## Personalization

- Personalize & Configure WorkCenter Task Bar
- Manage Links
- Configure My Work Pagelet and Filter Values
- Add Queries
- Personalize Target Area Content (WorkCenter Dashboard)
- Configure Individual Pagelets

## WorkCenter Setup and Configuration for Admins

- WorkCenter Links
- WorkCenter Reports / Processes
- WorkCenter Query Tab
- WorkCenter – My Work Tab

## Building a New WorkCenter

- Create a Custom WorkCenter Dashboard
- Creating a Custom WorkCenter

## Building and Managing WorkCenter Pagelets

- Overview of Pagelet Configuration Process
- Build Custom Pagelets
- Homepage Pagelets – PeopleSoft Query
- Homepage Pagelets – Pivot Grid
- Create Pagelets Using a Navigation Collection
- Create a Template Pagelet from a Navigation Collection

## Adding / Authorizing and Removing Pagelets from WorkCenters

- Add Pagelet to WorkCenter Dashboard
- Add Pagelet to WorkCenter Task Bar

## WorkCenter Alerts, Approvals & Notifications