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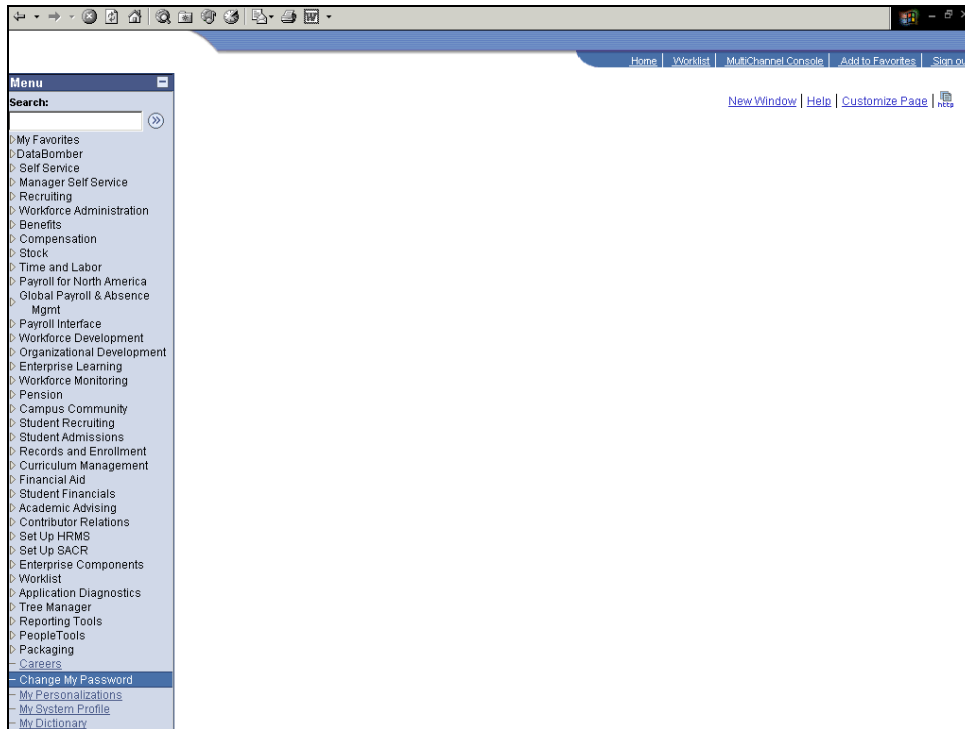
## Using Personal Preferences

### Concept

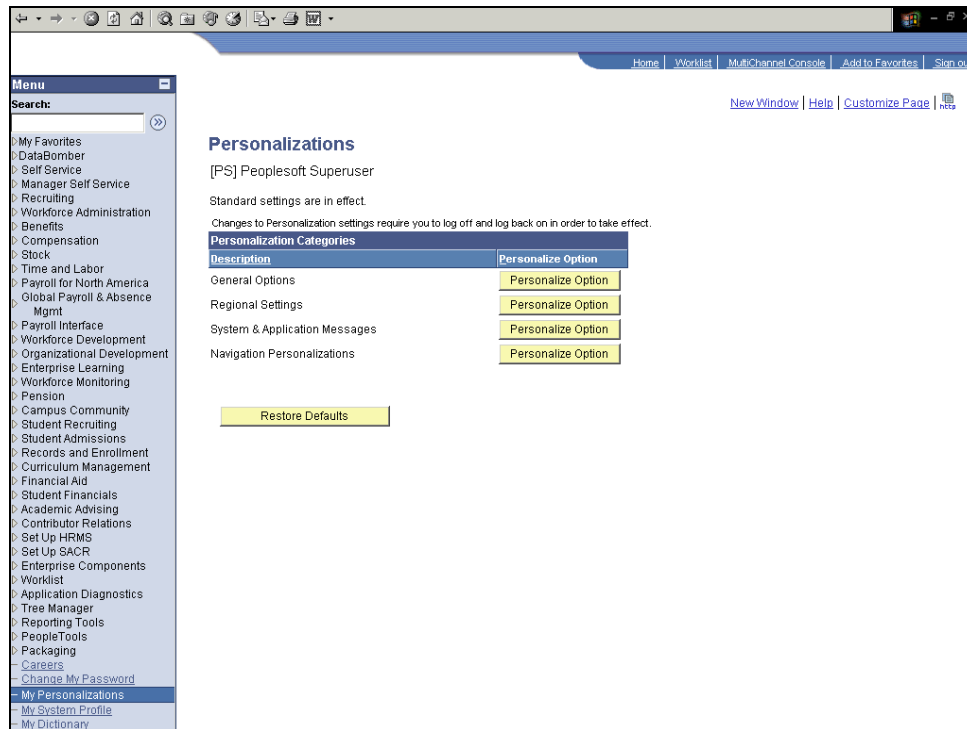
In the menu pagelet, you have access to four bookmarks that enable you to make changes based on your own preferences: My Personalizations, My System Profile, and My Dictionary.

### Additional Information

## Procedure



Step	Action
1.	Click the <b>My Personalizations</b> link. <a href="#">My Personalizations</a>

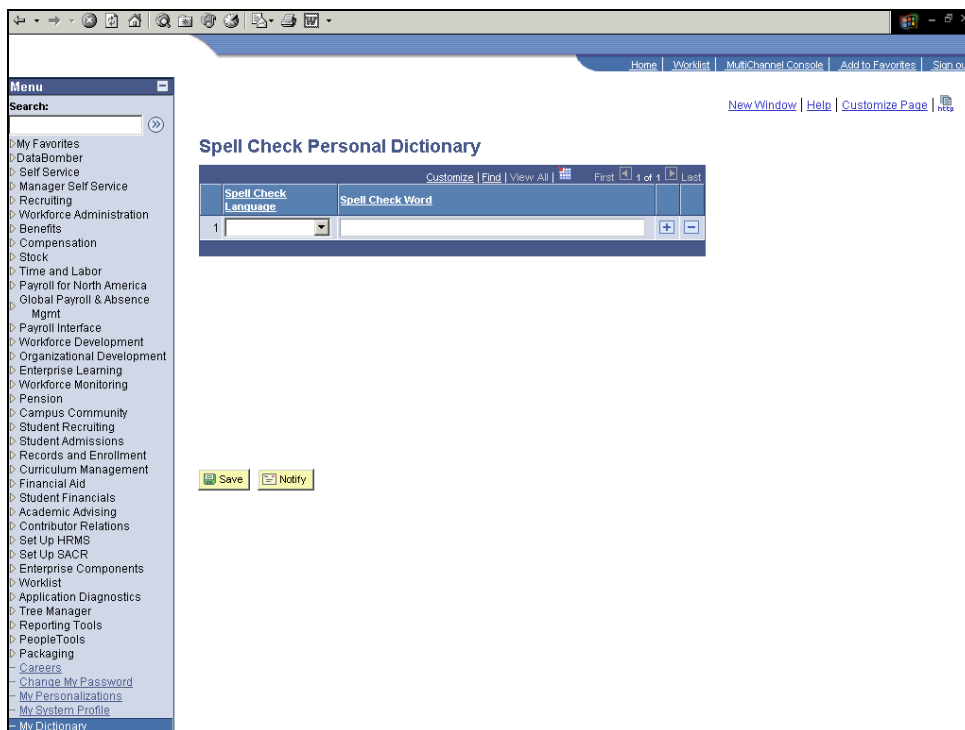


Step	Action
2.	Your administrator determines which options you can modify. The personalizations that can be made include locale-specific changes, a mode for pages to support assistive technologies, or changes to images. The personalization categories include: General Options, Interntl & Regional Settings, System & Application Messages, and Navigation Personalizations.
3.	<b>General Options</b> includes Accessibility Features and Multi Language Entry. If you require support for assistive technologies, select the desired layout mode from this personalization. For Multi Language Entry, on pages where multiple language entry is available, you can choose to enter data in the language you specify in the Data Language drop-down list.
4.	You use <b>Regional Settings</b> to personalize your date and time formats. Choose settings for afternoon and morning designators (AM or PM, or am or pm), date format (MM/DD/YY, DD/MM/YY, or YY/MM/DD), choosing a local time zone, and so on.
5.	You use <b>System &amp; Application Messages</b> to choose whether or not you receive messages when confirming a save action and when you attempt to leave a transaction without saving it first. Save Confirmation is a personalization option where you can select whether or not you would like a message to appear when a save action is in progress.
6.	You use the <b>Navigation Personalizations</b> option to set the default values for tabs and how the menu collapses. Icons and a drop-down list box with values are also included in the description. The menu collapse personalization enables you to select whether the menu should automatically collapse when a transaction is selected.

# Business Process Document

## Fundamentals: Using Personal Preferences

Step	Action
7.	Click the <b>My System Profile</b> link. <a href="#">My System Profile</a>
8.	The <b>General Profile Information</b> page includes many items that reflect your preferences. Passwords, personalizations (language and currency code), email addresses, alternate users, and workflow attributes are set on this page.
9.	One of the newer features in PeopleSoft is the ability to use spell check within specific fields on a page. The fields that enable spell check are defined during the application development process. There is a system dictionary to which you can also add personal entries. Click the <b>My Dictionary</b> link. <a href="#">My Dictionary</a>



Step	Action
10.	You use the <b>Spell Check Personal Dictionary</b> page to add personal words to the spell check dictionary. Notice that you also define which language is associated with each word.
11.	In summary, the <b>Change My Password, My Personalizations, My System Profile, and My Dictionary</b> pages enable you to make changes based on your own preferences. <b>End of Procedure.</b>

