

MySCEmployee

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Mini Guide: Page Personalization in MSS

Beginning April 9, 2012, MSS users will be able to personalize the layout of some pages in MSS. Follow the steps below to personalize pages with multiple parts in Manager Self Service.

Beginning on April 9, 2012, managers will be able to personalize the way the following pages appear in MySCEmployee MSS by customizing the page layouts.

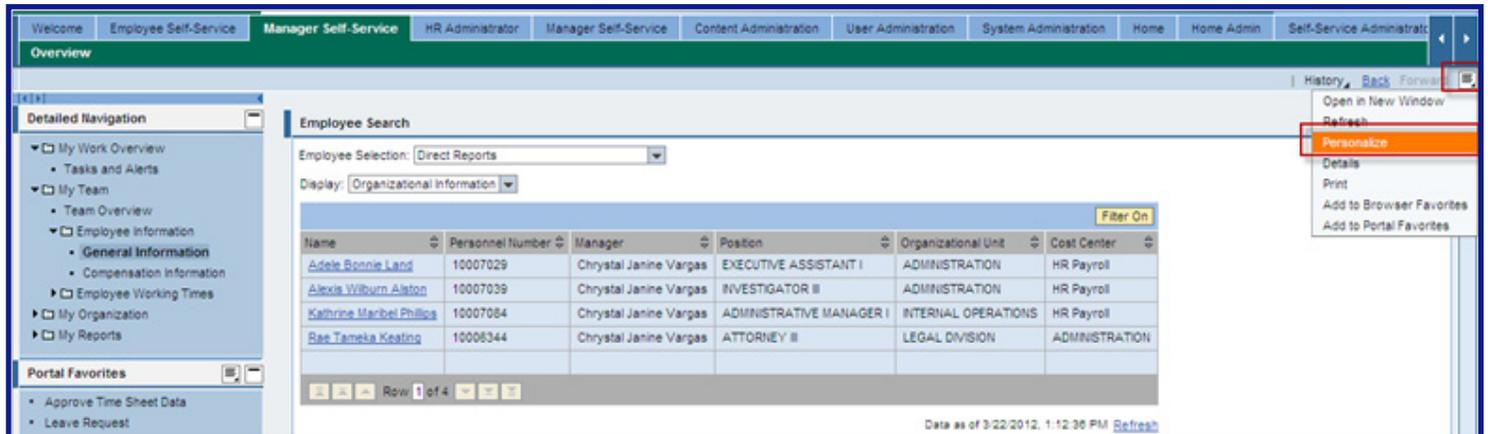
- Tasks and Alerts
- My Team
 - Team Overview
 - Employee Information
 - General Information
 - Compensation Information
- Employee Working Time
 - Approve Time Sheet Data
 - Approve Leave Requests
 - Approve Time and Leave
- My Organization
 - Organizational Profiles

Important Note: These pages are subject to personalization because they contain multiple parts on one page. MSS pages not shown in the list above contain only one part, and are not customizable through Page Personalization.

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MSS Page Personalization: Changing Layouts, Moving and Removing Parts of a Page

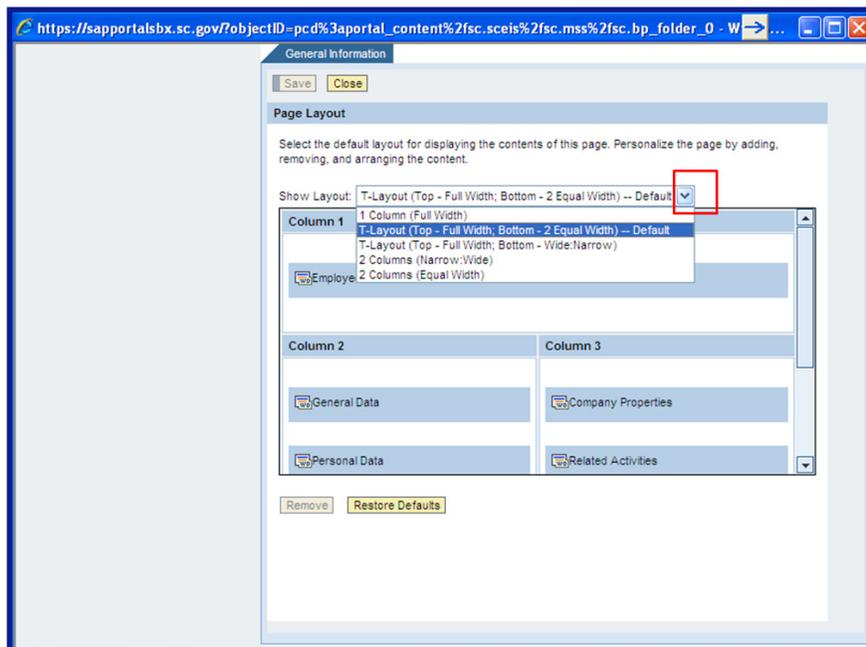
1. Begin by navigating to one of the pages listed above. In the screen shot below, we have selected the **General Information page** (under My Team > Employee Information).
2. Click on the **menu button** (designated with three lines and a downward-pointing arrow) located next to the **Forward** navigation link in the upper right-hand corner of the screen (boxed in red in the screen shot below). Select **Personalize** from the menu that appears (highlighted in orange and boxed in red below).



The screenshot shows the MSS interface with the 'Employee Information' page selected. In the top right corner, a menu button (three horizontal lines with a downward arrow) is highlighted with a red box. A dropdown menu is open, and the 'Personalize' option is highlighted in orange and also boxed in red. The main content area displays a table of employee information.

Name	Personnel Number	Manager	Position	Organizational Unit	Cost Center
Adele Ronnie Land	10007029	Chrystal Janine Vargas	EXECUTIVE ASSISTANT I	ADMINISTRATION	HR Payroll
Alexis Wilburn Alston	10007039	Chrystal Janine Vargas	INVESTIGATOR III	ADMINISTRATION	HR Payroll
Kathrine Maribel Phillips	10007084	Chrystal Janine Vargas	ADMINISTRATIVE MANAGER I	INTERNAL OPERATIONS	HR Payroll
Ree Tameka Keating	10008344	Chrystal Janine Vargas	ATTORNEY III	LEGAL DIVISION	ADMINISTRATION

3. You will be taken to a new screen, the **Personalize Page screen**, shown below. To change the layout, click the downward-pointing arrow (boxed in red in the screen shot below) next to the **Show Layout menu** to expand the layout options available for the page. Click on a layout shown in the drop-down list to select it.



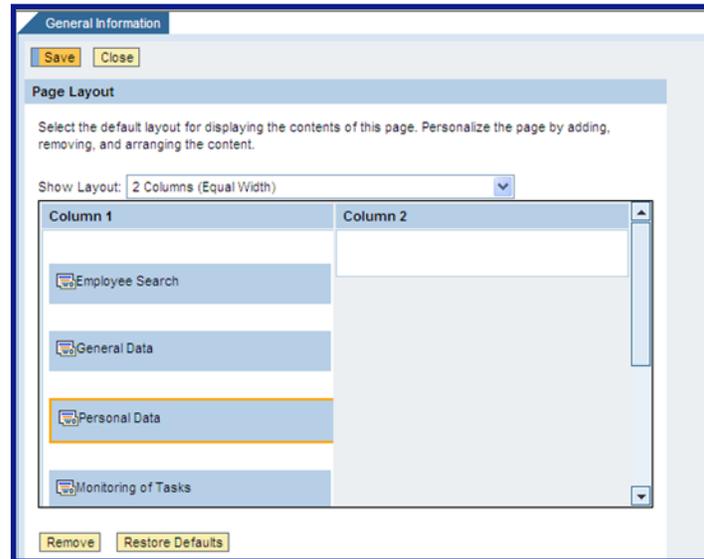
The screenshot shows the 'Personalize Page' screen. The 'Show Layout:' dropdown menu is expanded, and the 'T-Layout (Top - Full Width; Bottom - 2 Equal Width) -- Default' option is highlighted with a red box. The main content area shows a preview of the page layout with three columns: Column 1 (Employee), Column 2 (General Data, Personal Data), and Column 3 (Company Properties, Related Activities).

Important Note: Different pages have different layout options, so the screen you see when you personalize a page in MSS will function as described in these instructions, but, in most cases, will not look identical to the screen shown above.

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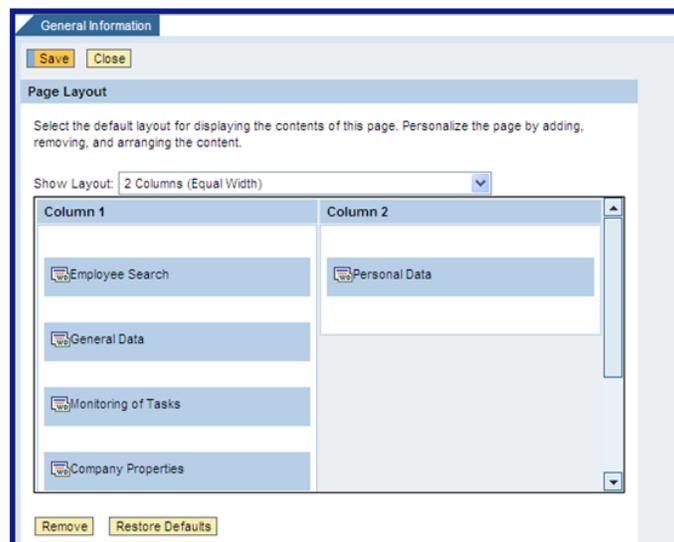
- Once you have selected a layout you like, you can further personalize it through the **Personalize Page** screen by moving the various parts or sections around on the page, and removing parts you would prefer not to see. You may also restore a page you have personalized to its default layout at any time.

To move a page part to another location in the layout, begin by clicking on the part you want to move. When you have clicked to select a page part, it will be outlined in gold. In the screen shot below, we have selected the **Personal Data** page part, and it is now outlined in gold.



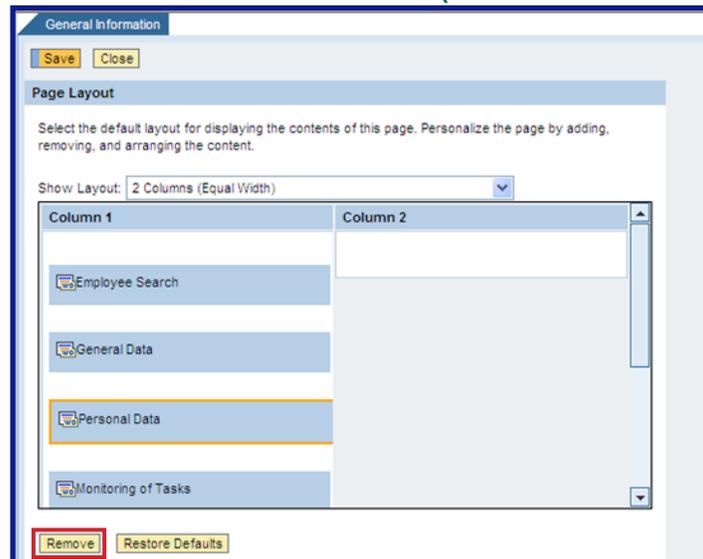
Important Note: It is not necessary to change the page layout (as described in step 3) before moving page parts, removing page parts or restoring default page layout settings. Once you have accessed the Page Personalizations screen as described in steps 1 and 2 of this guide, you may skip step 3 and go straight to subsequent steps as needed to complete your customizations.

- Next, click again on the page part you want to move, and hold the mouse button down as you drag it to the new location where you would like for it to appear. In the below screen shot, we have dragged the **Personal Data** page part from Column 1 to Column 2. This will move the **Personal Data** page part from the middle-left- to the upper-right-hand side of the page.



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6. To remove a page part you do not want to view, begin by clicking on it to select it as you did in step 4. When the part you wish to remove is outlined in gold, simply click on the **Remove** button in the lower left-hand corner of the screen (boxed in red in the screen shot below).



7. When you have moved all of the page parts into the desired positions and removed the page parts you do not wish to view, click the **Save** button in the upper left-hand corner of the **Page Personalization screen** to save your changes. After saving, click the **Close** button immediately next to the **Save** button. Do not click the red X upper right hand corner of the screen to exit.

In the screen shot below, the **Save** button is boxed in red, the **Close** button is boxed in black and the red X button (which you should not use) is boxed in green.



Important Note 1: It is important to click Close instead of using the red X in the upper right hand corner of the screen. Closing instead of “Xing” will refresh the page you just personalized so you can see your changes immediately.

Important Note 2: Do not remove the Employee Search section from the General Information or Compensation Information pages in MSS. All sections of these pages populate based on the employee selection in the Employee Search screen.

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Important Note 3: Depending on your screen resolution, page parts that you have shifted into the left-hand column might appear off the right side of your computer screen. When this happens, a scroll bar will appear at the bottom of the screen to scroll right and see the page part. You may also change your computer's screen resolution to a setting that will allow all both the right and left columns to appear on the screen at once. If you are not sure how to change your screen resolution, contact your agency's IT Department for assistance.

Restoring Default Page Layouts

If you want to undo the customizations you have made to a page and restore that page to its default layout, you may do so at any time. Simply follow steps 1 and 2 of this guide to navigate to the **Page Personalization** screen for the page you would like to restore to its default view, and click on the **Restore Defaults** button in the lower left-hand corner (boxed in red in the screen shot below).

