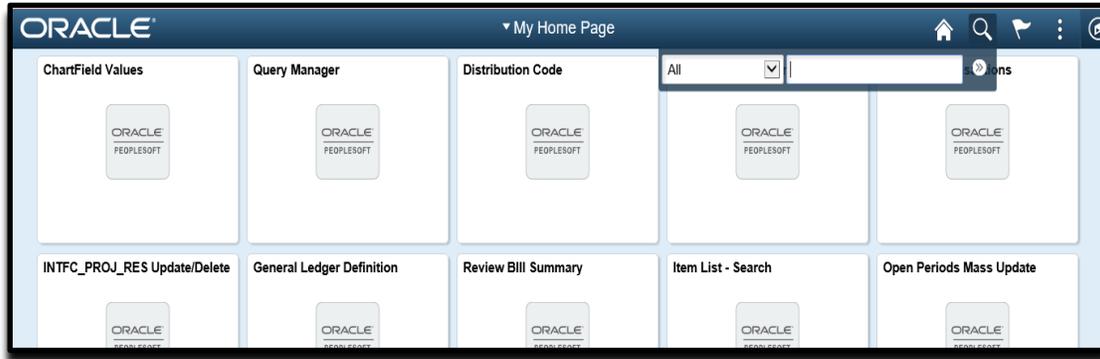


## PeopleSoft PUM40 Upgrade Tips and Tricks

### Homepage enhancements

#### PUM33

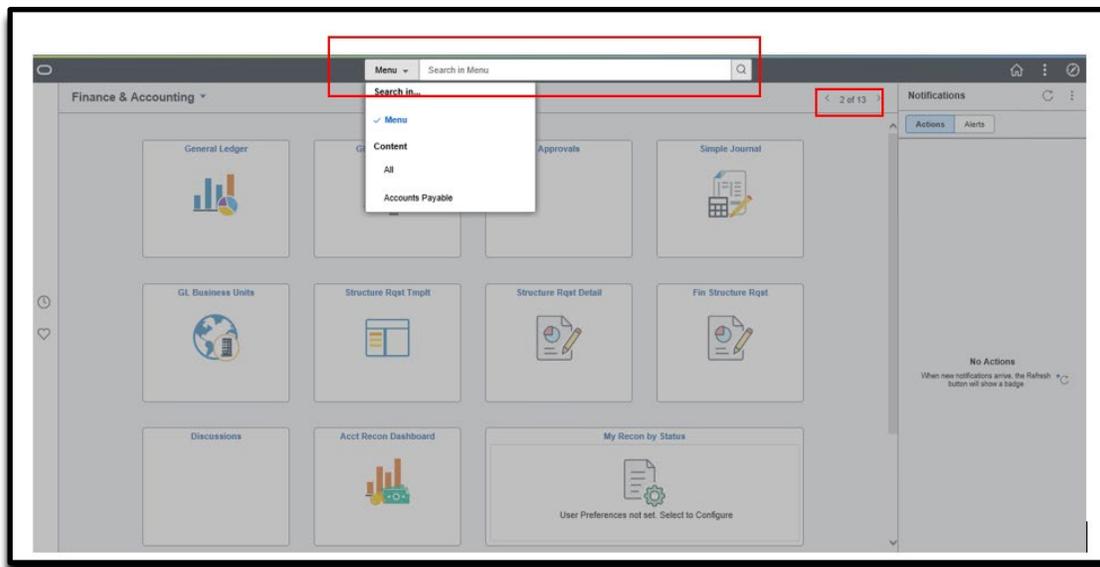


#### PUM40

Global search now appears on top of the homepage in the center by the header. Favorites and most recently viewed items can be accessed on the left-side navigation bar.

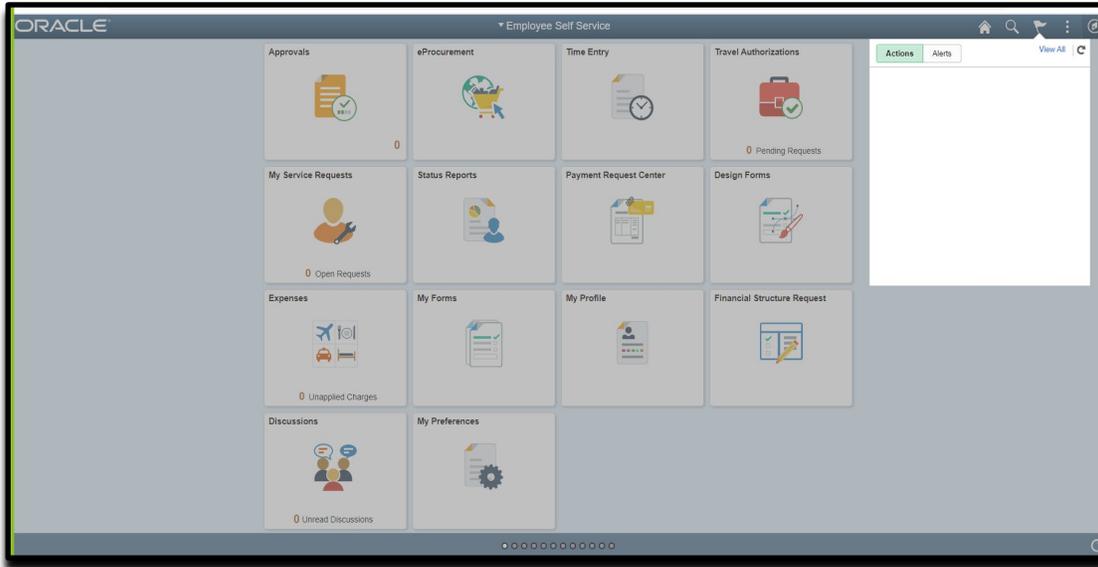
#### Enhanced menu and content search

In a global search, the menu category is selected by default. All search results are displayed based on recently viewed items combined with suggestions from the activity by other users' in the system with different images.



## PUM33

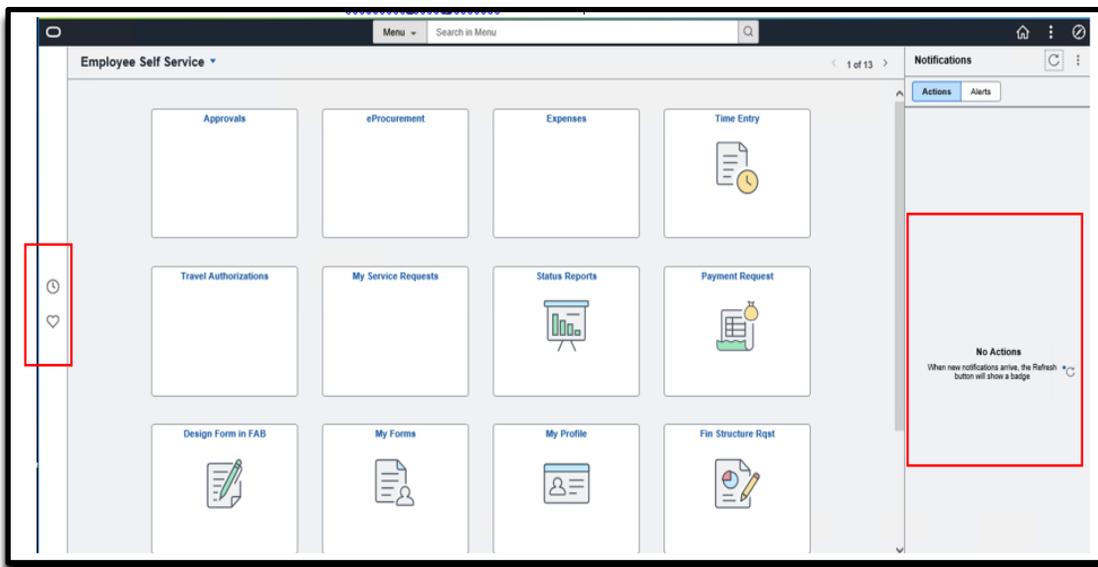
The flag icon at the top right of the header shows notifications for actions and alerts.



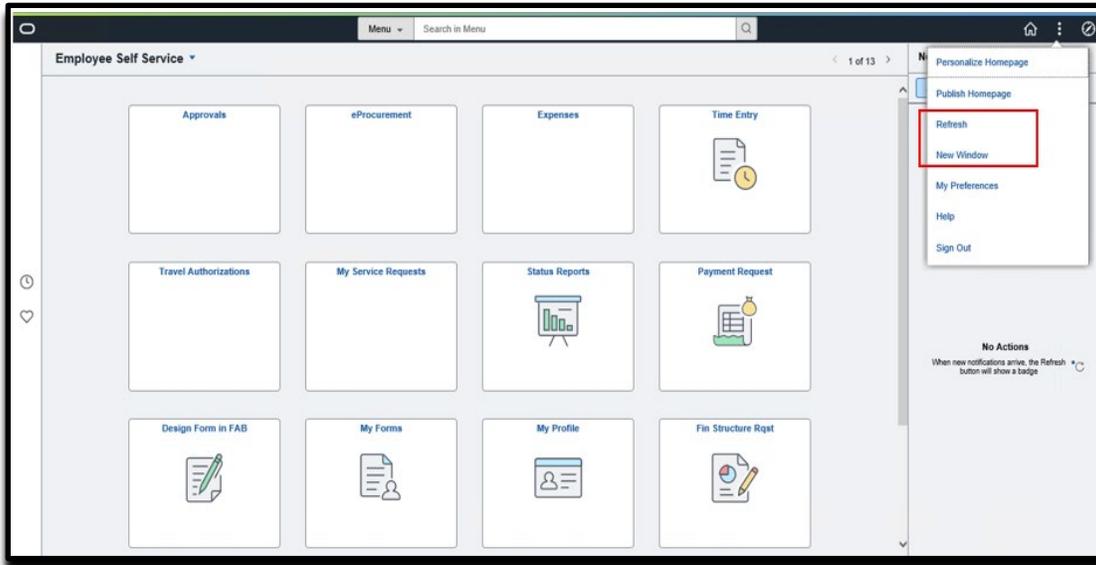
## PUM40

Notification panel by default visible in the Peoplesoft homepage

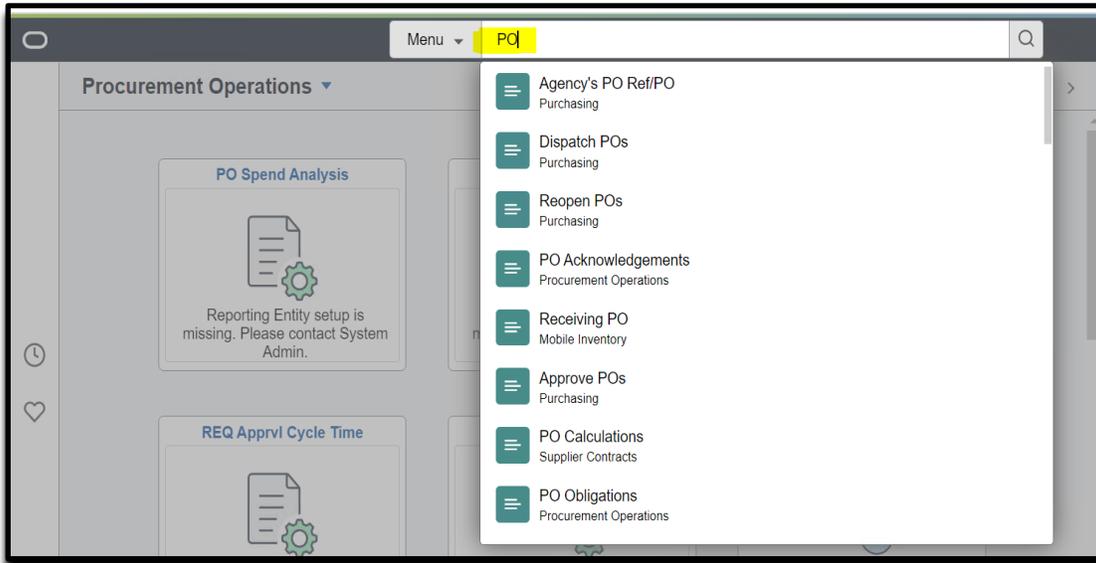
Notifications are displayed on the right side of the homepage. On mobile devices, the notification panel can be opened by selecting the notifications button on the banner. Choose the actions button or the alerts button to view unread items highlighted in bold.



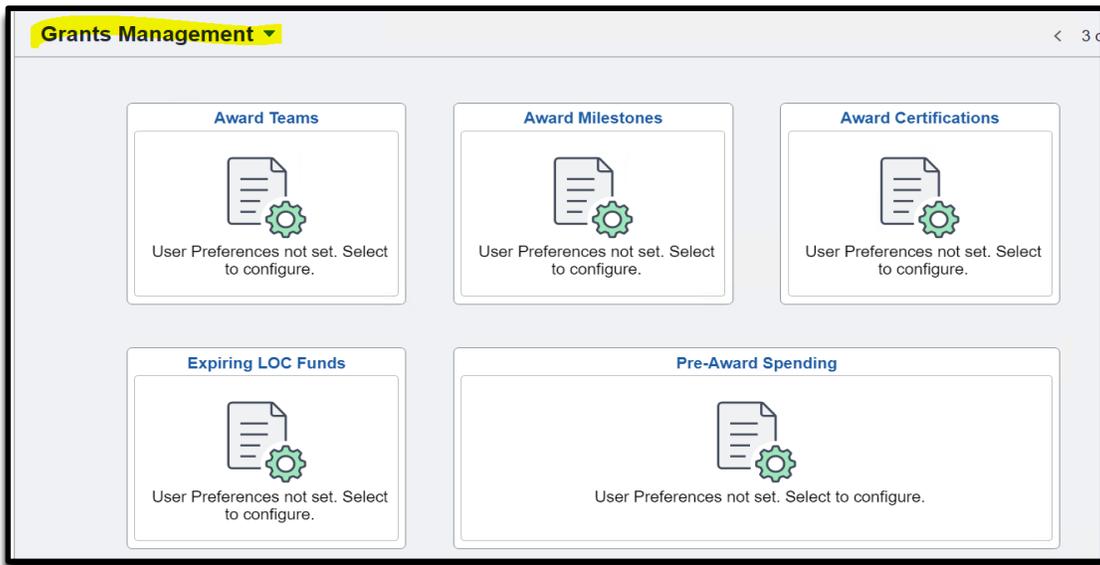
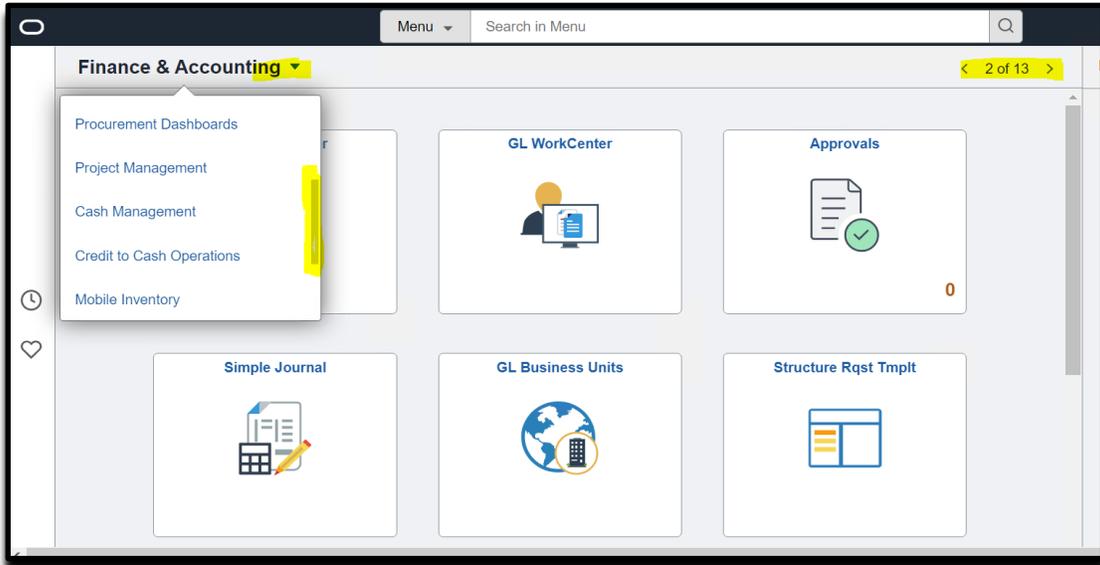
Select refresh or new window in the drop-down menu.



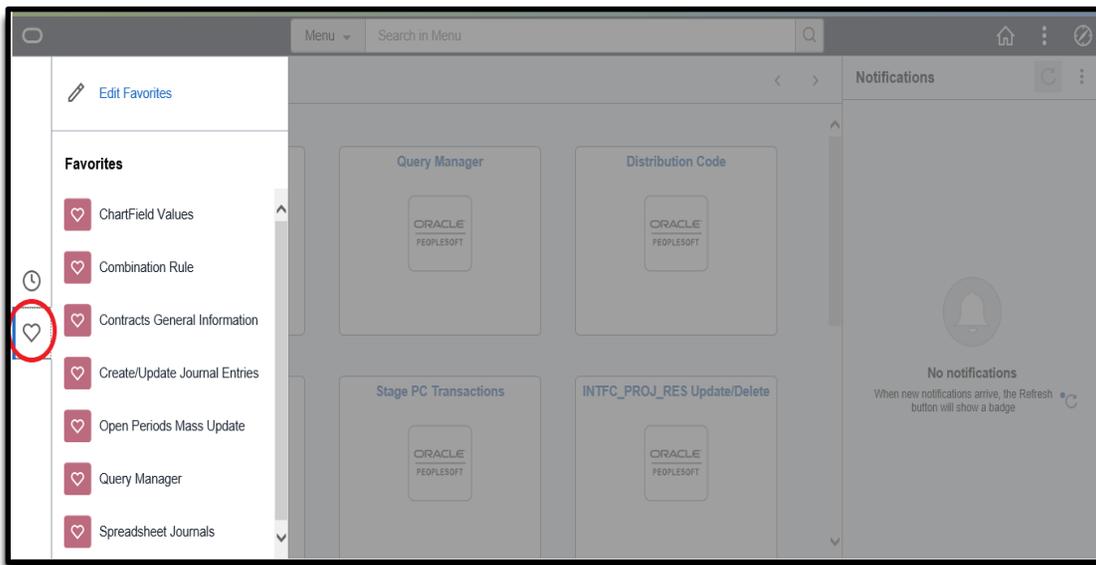
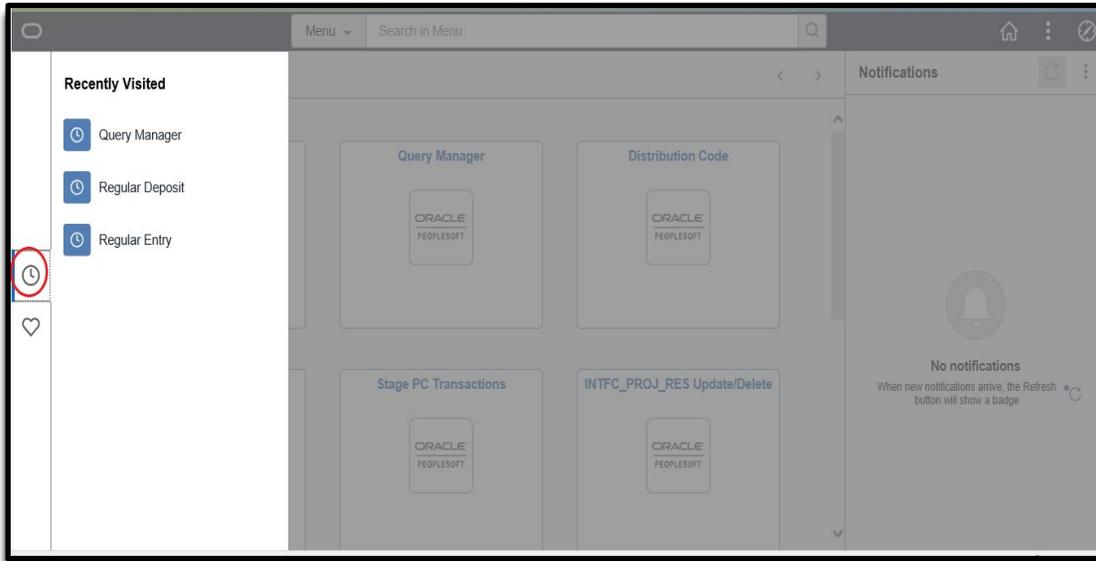
Type in the search box under the menu option. The screen shows recently viewed items.



View module-related tiles by selecting the respective modules on the left side.



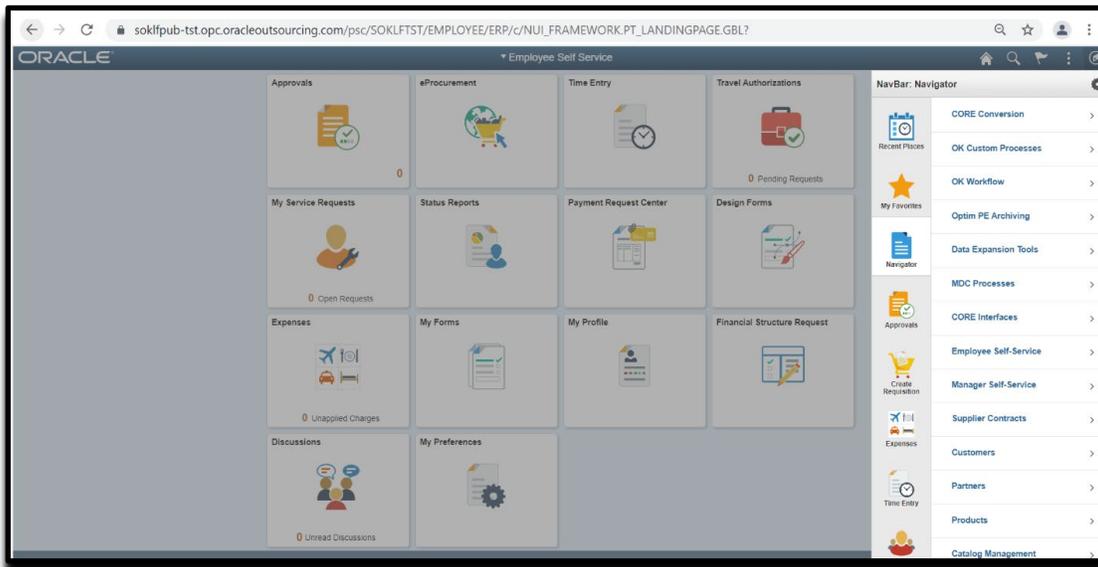
The left side of the homepage shows favorites and recently viewed items.



## Navigation bar and menu

### PUM33

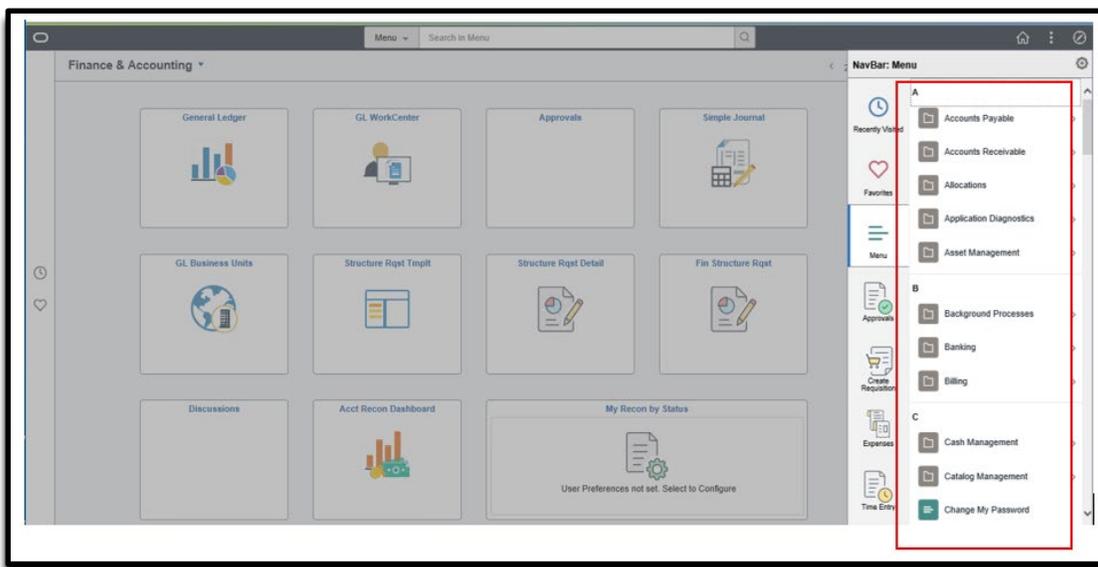
The navigation bar menu shows modules listed in alphabetical order.



### PUM40

Images of recently viewed, favorites, menu tiles and items have been changed. The menu folder and items are displayed in alphabetical order by default. This screen can be personalized by user or system wide.

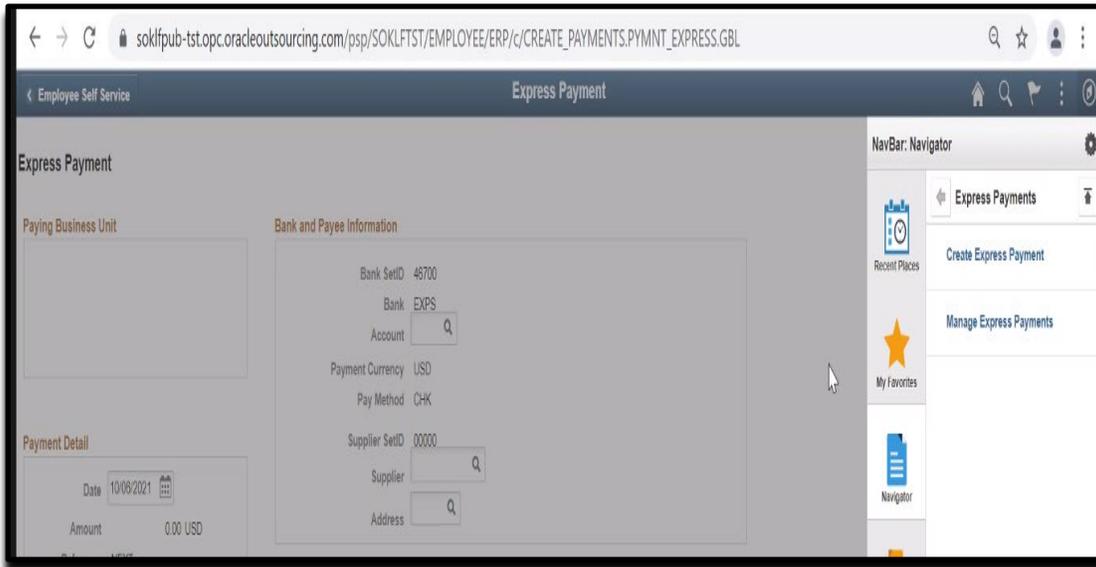
Breadcrumbs in the navigation bar allow navigating back up to the menu hierarchy in a menu folder, including the root folder.



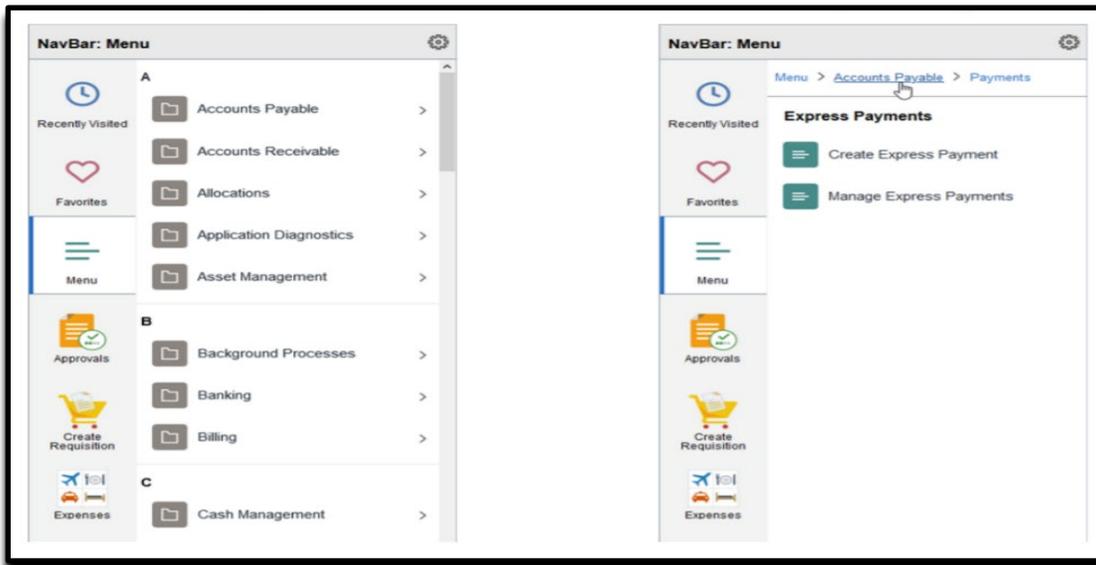
## Breadcrumbs provide back navigation

### PUM33

Create and manage an express payment in accounts payable.



### PUM40



### PUM33

Select the ellipses to open the drop-down menu.



### PUM40

Select new window from the drop-down box.

