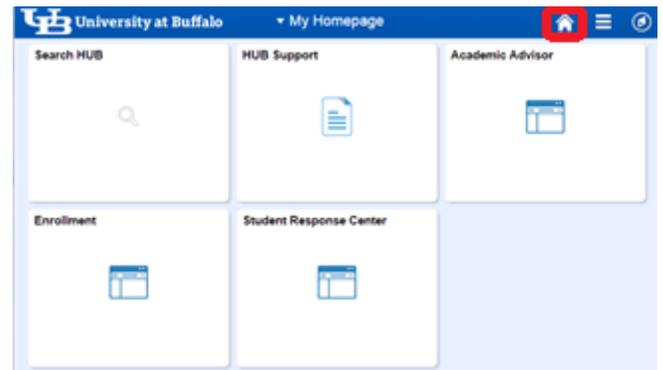## HUB Fluid Interface Highlights/Best Practices

This guide highlights some of the features of the HUB Fluid Interface as well as some best practices to keep in mind when using the system. The HUB Fluid Interface is a modern responsive user interface which takes cues from mobile design to deliver a streamlined navigation experience that allows for a more customizable and efficient navigation of the system.

While the navigation of HUB has changed, the pages themselves are unchanged and function the way users are used to. Any favorites a user has are brought into the HUB Fluid Interface and still available by clicking Favorites in the NavBar.

Homepage

The homepage becomes the central navigation point of the system replacing the main menu structure for most navigation. The homepage is a collection of tiles, some tiles link to a single page, while others are a collection of pages. The screenshot below is a sample homepage for a user; some tiles are delivered based on a user's access in HUB. Each user can personalize their homepage to better fit their needs. You can return to your homepage by clicking on the home button (see caution on last page if you use multiple HUB windows).
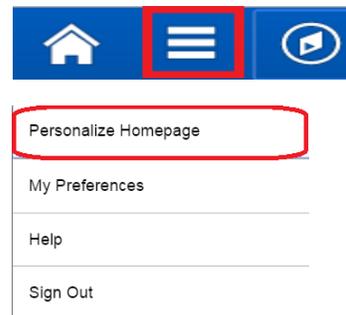
Personalizing the Homepage

The homepage of HUB can be customized to meet your needs. In addition to the tiles that have been assigned to your homepage by default, you can add additional tiles. Users can add two types of tiles, predetermined collections of pages or individual pages. (Please note: most user applicable collection tiles will be on your homepage by default)

Rearrange Tiles:
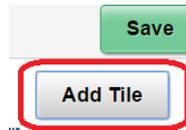
1. From the homepage, click on the Action Menu

2. Select 'Personalize Homepage'

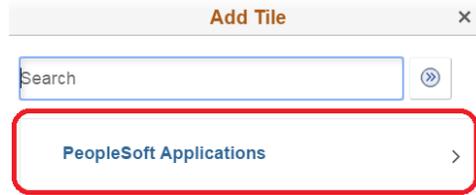3. Tiles can be rearranged by dragging, when finished rearranging select 'Save'

   [Tiles can also be rearranged directly on the homepage by dragging and dropping them. You should drop them atop another tile rather than trying to drop them into the space between tiles. The tile you drop will insert to the left and all subsequent tiles will shift right]

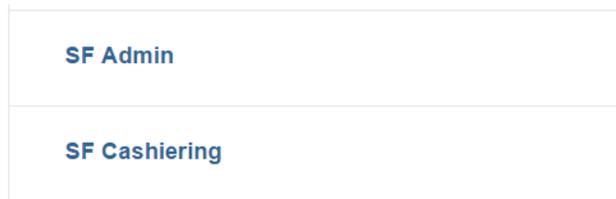To add a predetermined collection:

1. From the 'Personalize Homepage' screen select 'Add Tile'

2. Select 'PeopleSoft Applications'

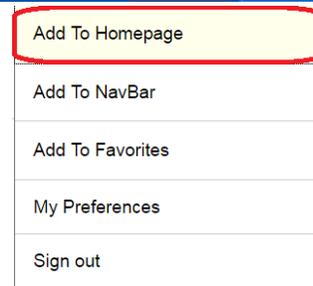3. Select a tile from the list

4. Click 'Save'

To add an individual page (favorite) tile:

1. From the page you wish to add to your homepage, click on   the Action Menu

2. Click on 'Add to Homepage'

3. Click on 'My Homepage'

4. Click 'OK'

Tiles can be deleted from your homepage by using the 'Personalize Homepage' option. Tiles that you have added can be deleted. Any tile which was added by default cannot be deleted; those tiles can only be rearranged.

Using the NavBar:

The NavBar can be accessed in the upper right corner of the screen, by clicking on the compass.

The NavBar provides access to other methods of navigation such as Recent Places, My Favorites, Navigator, Search HUB, and Home.

Recent Places shows a listing of the recent pages you have listed in the system.

My Favorites contains a listing of your favorite pages that you have added. (Note: Adding a page to your favorites does not add it to your homepage and vice versa, if you want it in both places you must add it to both)

To add a page to your favorites:

1. From the page you wish to add to your favorites, click on the Action Menu
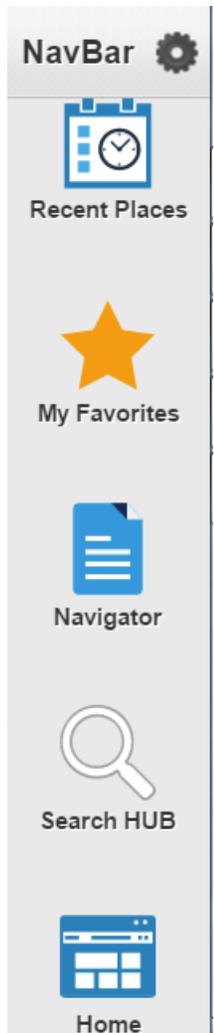
2. Click on 'Add to Favorites'

3. Click 'OK'

Navigator contains the classic menu structure formally located at the top of the page under 'Main Menu' Navigator provides access to all pages in the system, including those not a part of the predetermined page collections on the homepage tiles.
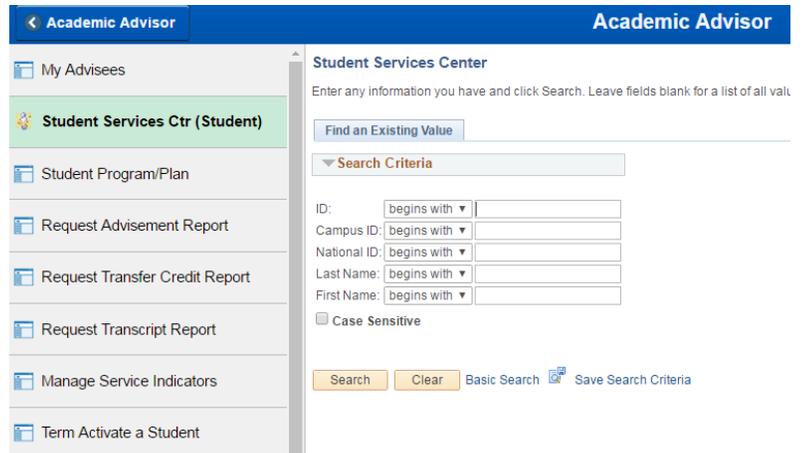
Search HUB (also the Search HUB tile) contains a page to search HUB by page title

Home contains a link to the user's homepage

Tiles Linking to Multiple Pages

Many of the predetermined tiles are collections of links to multiple pages. When the tile is clicked a sidebar will appear; this can be used for fast switching between the pages that are all a part of the same tile.

[Information will not be retained when switching between links – for example you should not expect if you are viewing an Advising Report and you click "Manage Service Indicators" that it would prepopulate with that student or that if you return to "Request Advisement Report" it will be preloaded with the last you were viewing.]
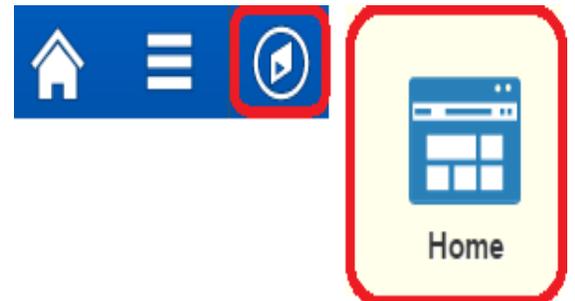
Cautions:

Using HUB with Multiple Windows

If you use multiple HUB windows (multiple windows are opened by clicking on 'New Window' in the upper right corner of most pages), anytime you need to return to you homepage click on the NavBar and then select 'Home' from the slide out menu to return home. **Do not use the home button at the top of the screen to return to your home screen when using multiple windows**, you may experience inconsistent behavior. There is a system bug using the home button at the top of the screen when using multiple windows, the vendor is aware of the issue and is working on a fix. When using a single window you may click the home button at the top of the screen.

Back Button

You will notice that on most pages there is a back button in the upper right corner of the system, this button works inconsistently. If you click it you may end up at a page other than what is listed on the button. At this time we recommend that you use the only home buttons or NavBar to switch pages. The vendor is aware of the issue and is working on a fix.