

Overview of Changes due to PeopleTools Upgrade

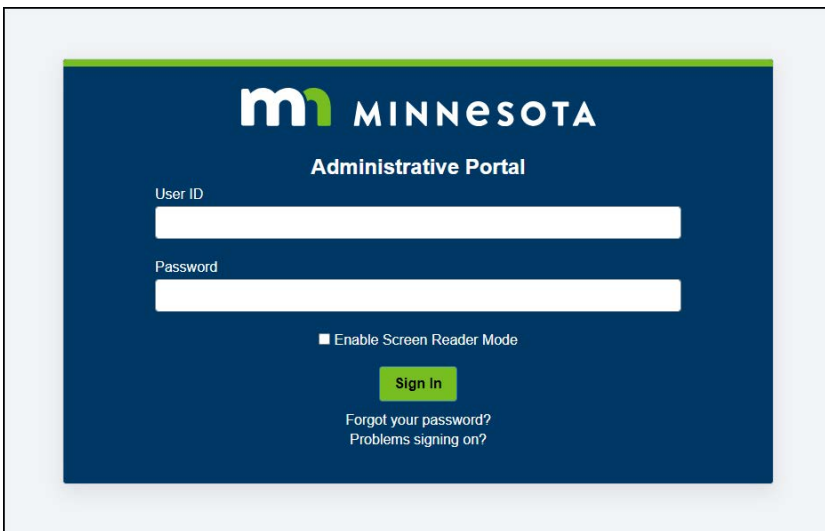
February 15, 2024

Overview of Changes PeopleTools Upgrade

To stay up to date with our statewide systems, Minnesota Management and Budget along with the Department of Administration and Minnesota IT Services are working to upgrade all statewide systems to be supported by latest version of PeopleTools. PeopleTools provides the underlying technology for all statewide applications (PeopleSoft applications).

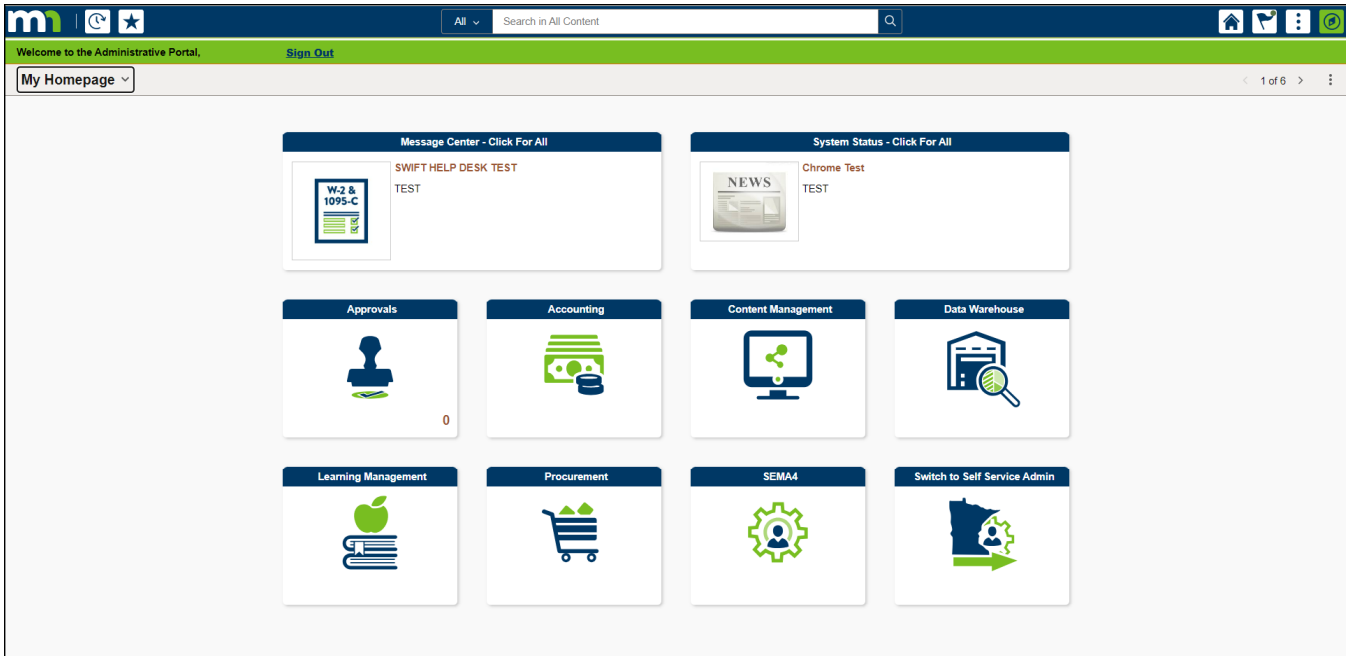
Sign In page

The Sign In pages for the Administrative and Self-Service Portals look different. The all blue page is replaced with a smaller blue rectangle on a white page that includes the State logo.



My Homepage

After signing in to the Administrative Portal, you land on My Homepage. You notice that tile collections of various components remain, such as Message Center, System Status, Learning Management, and Self Service. Access to SWIFT and other application tiles depend on your security. The overall layout of the page uses more space between tiles.



Message Center and System Status Tiles

Keep informed with the Message Center and System Status tiles on the My Homepage. Each tile contains information about important notifications or system status messages. There is an icon for first article visible on each tile. Select the tile to view all available articles.



General Navigation


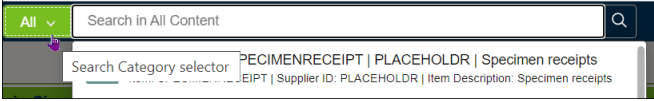
The **banner** is located at the top of all PeopleSoft application pages. The banner remains on the screen and allow users to easily access key elements. In this upgrade, the banner has been enhanced to include two sections, the Global Section Bar, and the Contextual Section Bar.




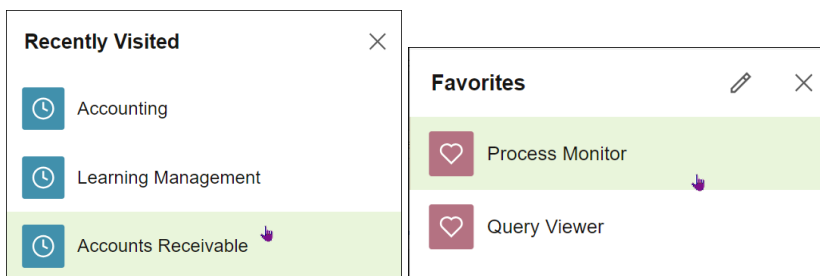
1. **The Global Section Bar** is located at the top. It contains the State of Minnesota logo, and houses common controls, including the Back button, Quick Access Bar items, the Global Search, the Home button, Notifications, Action menu, and NavBar icons. Global Search is always available on all PeopleSoft application pages. On

SWIFT STATEWIDE INTEGRATED FINANCIAL TOOLS

homepages, it is presented in its expanded form which means you can choose a category for your search terms to help narrow your results. On transaction pages, the Global Search is in a muted form (blue). Simply select the search box in its muted form, and it becomes active.

Muted Global Search	Activated/Expanded Global Search
	

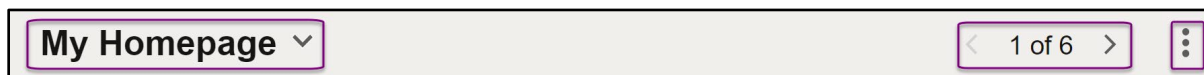
- The Quick Access Bar  provides one-click access to your Favorites and Most Recently visited pages. Select one of the icons, and a pop-out menu appears on the left.



- The Back button is indicated by a simple arrow icon  instead of the title button of the page on which you were working.

The Contextual Section Bar is located at the bottom of the banner and includes the title of the content you are viewing. The Contextual Bar changes to the context of the modules in which you are working.

- On the Contextual Section Bar, you have access to any of the homepages. You can easily toggle through them by selecting the dropdown on the left or with the numbered arrows on the right of the Contextual Section Bar. The Actions menu (three dots) allows you to open a new window or personalize your homepage.



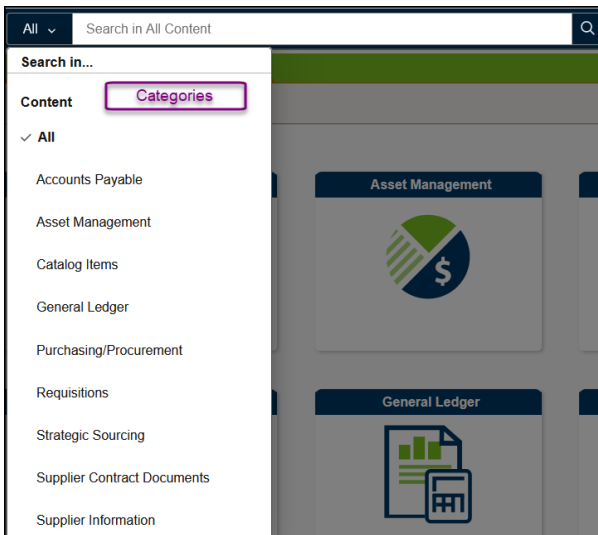
- You can use the Contextual Bar to customize module dashboards. For example, if you are working in Accounts Receivable, you can choose to add other navigations tile to your personal Accounts Receivable Dashboard by selecting the Actions menu.



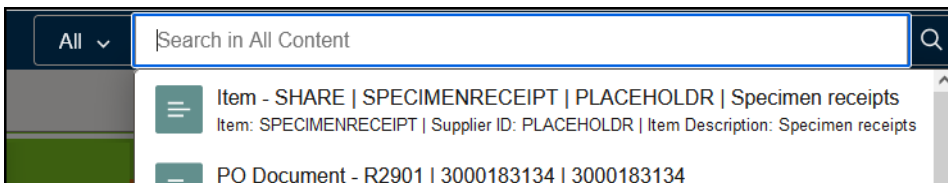
Search in the Global Menu

Global Search Bar is located on the Global Section Bar and has been enhanced with this PeopleTools upgrade. The new Global Search bar and is available on all PeopleSoft application pages.

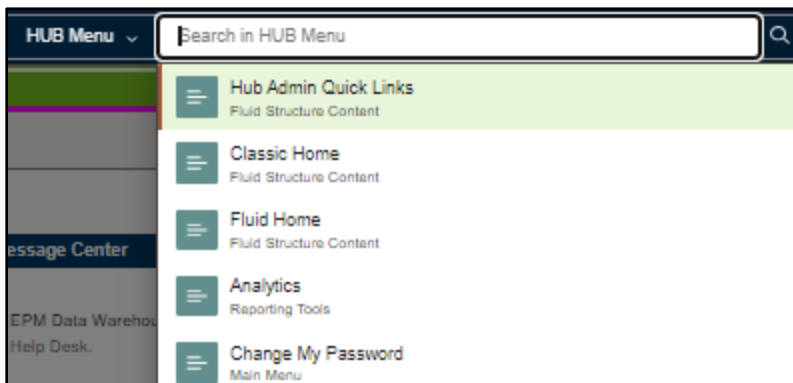
On the homepages, the Global Search bar is presented in its expanded form, enabling you to choose a category, enter your search terms, and perform an advanced search.



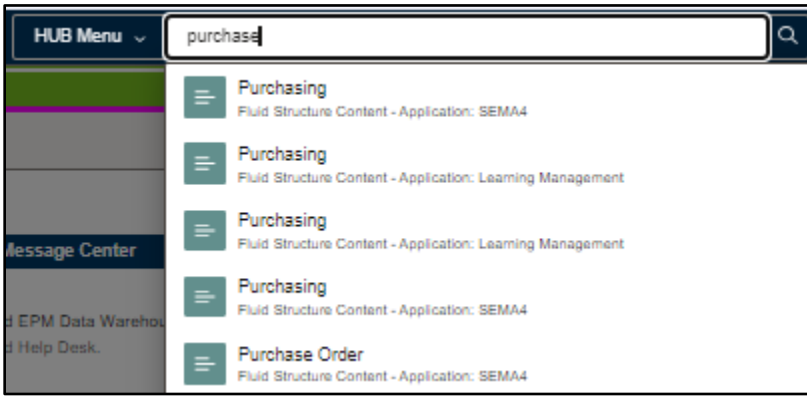
From transaction pages, the Global Search bar is blue. You can select it to activate the enhanced Global Search.



When you enter values in the keyword input field, SWIFT immediately displays suggestions.



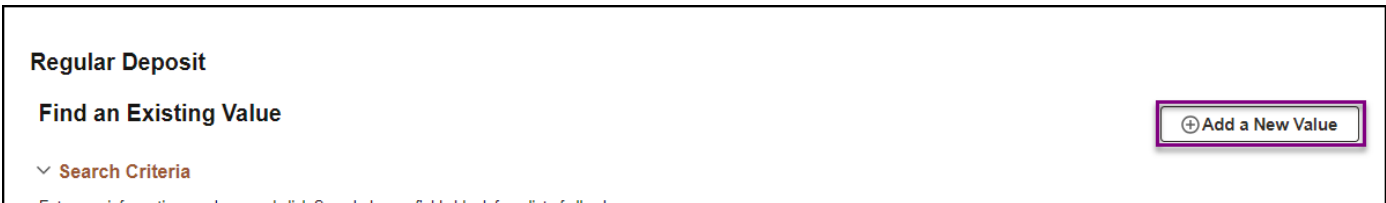
As you type, SWIFT updates the suggestions to reflect the search terms you are entering.



You are able to select a search suggestion, either recently visited or any other suggestion, to navigate directly to that item.

Module Application Pages

Component Pages. Component pages allow you to search for in-progress transactions or to start a new transaction. These pages have replaced tabs with buttons. When accessing a component page, if it defaults to the Find an Existing Value search page, the Add a New Value is accessible as a button.



Conversely, if you are on the Add a New Value page, the **Find an Existing Value** search page is accessible as a button.



Inquiry Pages. There are a few changes for Inquiry Pages.

1. When you search for a transaction on a Find an Existing Value page, SWIFT displays the Search Results table, requiring an additional click.

1 rows - Deposit Unit "G1001" Deposit ID "132950403"

Deposit Unit	Deposit ID	User ID	Assigned Operator ID	Bank Code	Bank Account	Deposit Balance	Entered Date	Posted Date	
G1001	132950403	01192951	FIKOH02	US001	WF	Yes	07/10/2023		>

2. You can save search criteria on almost any Inquiry page. In addition to saving, you can also access recent searches.

All Deposits
Find an Existing Value

▼ **Search Criteria**

Enter any information you have and click Search. Leave fields blank for a list of all values.

Recent Searches: Deposit Unit:G1001,Payment Type:Payment Worksheet

Saved Searches: Choose from saved searches

Spacing. Overall, expanded spacing is evident in this PeopleTools upgrade. There is more space between fields, icons, and buttons. You may need to scroll up and down or left and right on the page to find desired elements.

Colors. Text, icons, buttons, messages all have some color changes. For example, buttons and icons are black and white.

^ Show fewer options

Case Sensitive Include History

Search Clear Save Search