



Using the NavBar in HR Direct

Within HR Direct, you can update the NavBar (Navigation Bar) to add your most frequently visited menu options to quick access icons. Follow the steps below to add or delete options to and from the NavBar.

Step 1 - Navigate to [UMass Boston HR Direct](#).

Step 2 - Select the "Log in to HR Direct Button".



One-Stop Shop for Personal Information

Access your paycheck, tax forms, time entry and more.



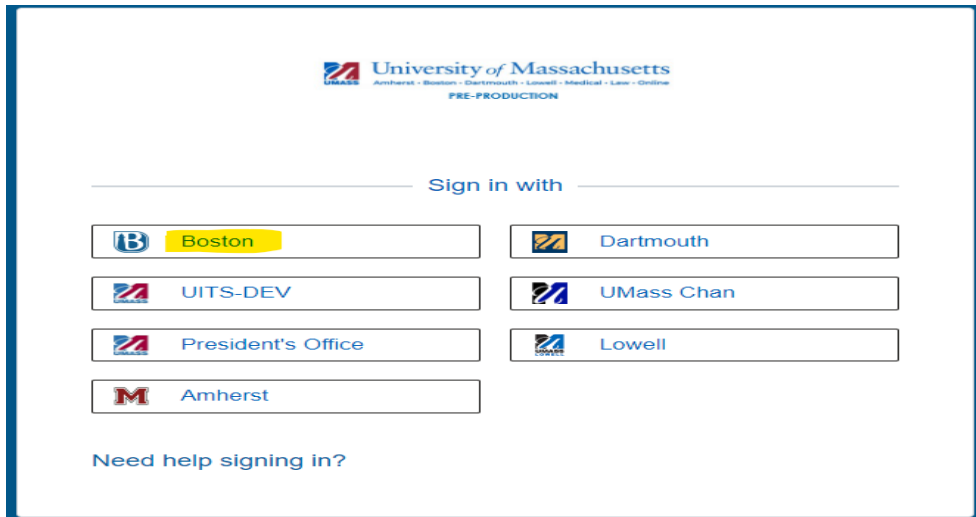
Login & Password Requirements



Step 3 - Enter your user id and password.



Step 4 - When prompted to sign in to a campus, select "**Boston**".

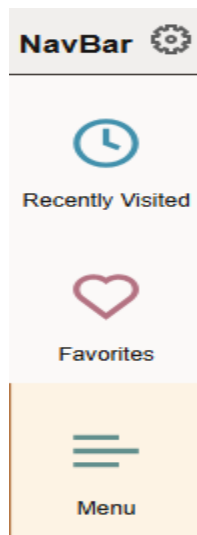


Step 5 - Click on the compass icon in the upper right corner of the page to display the NavBar.

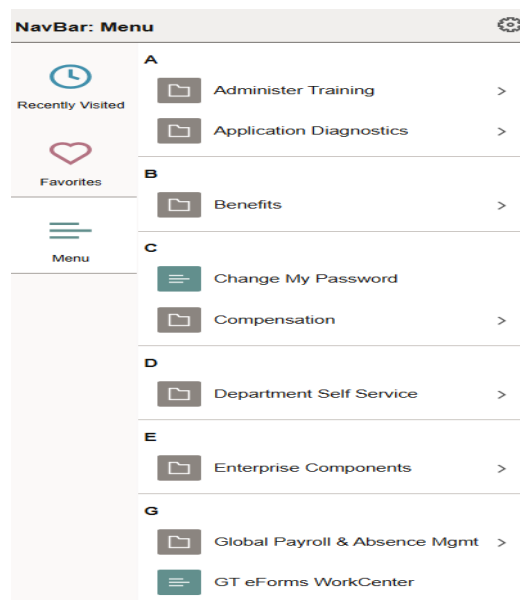




Step 6 - The **“Recently Visited”** option will provide you with a list of menu options you visited recently. The **“Favorites”** option will provide you with a list of menu options you have saved in your favorites (see the **“ESS - Add-Edit-Delete Favorites in HR Direct”** instructions). Click on the **“Menu”** option to see a list of menus you have access to.



Step 7 - Scroll down until you get to the menu option you would like to view. You can further drill into the menu by selecting the option.



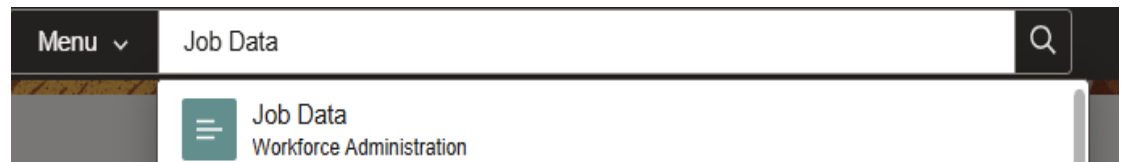


Adding to the NavBar

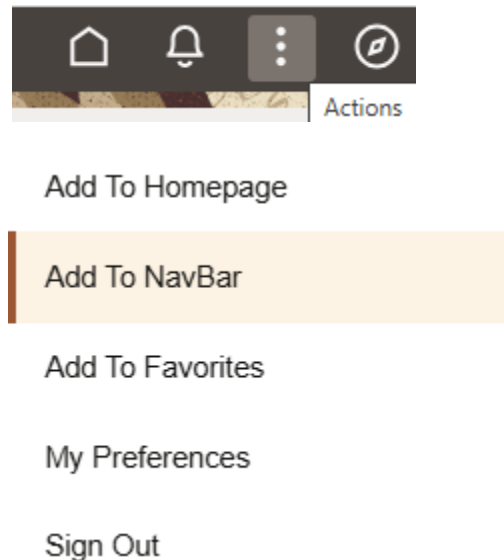
A customizable NavBar is an excellent feature for quick and easy navigation within HR Direct. Clicking on the shortcut icons in the NavBar will open the corresponding page automatically eliminating manual navigation.

Option 1: Navigating to a page and adding it to the NavBar

Step 1 - Navigate to the page you want to add to your NavBar. You can do this by performing a search in the Menu search bar. For this example, we will use Job Data. Select the menu item you need from the drop down.



Step 2 - In the upper right corner, select the Action drop down menu (three vertical dots). Select the “Add to NavBar” option.



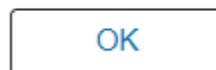


Step 3 - You should then see the “Add to NavBar” screen. You can change the name here; however, it is recommended you keep the name as is. Select the “Add” button.

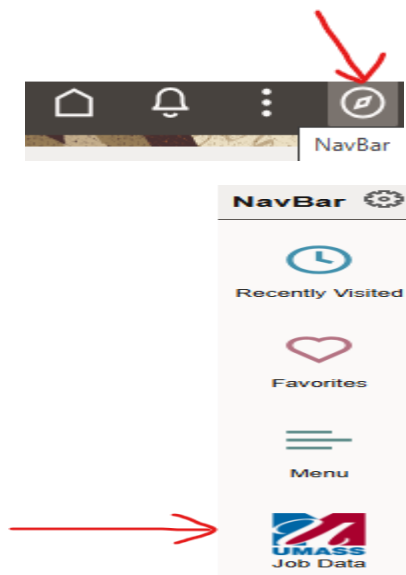
A dialog box titled "Add To NavBar" with a close button (X) in the top right corner. Below the title is a label "*Tile Label" followed by a text input field containing "Job Data" and an "Add" button to its right.

Step 4 - You will then see a confirmation message indicating the menu option has been added to the NavBar. Select the “OK” button.

Added 'Job Data' to NavBar



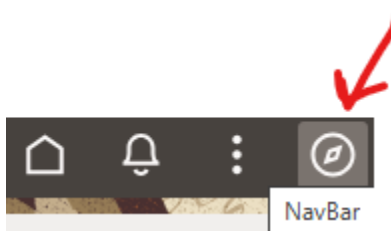
Step 5 - Select the NavBar icon in the upper right corner, when the NavBar opens, you should see the menu option has been added.



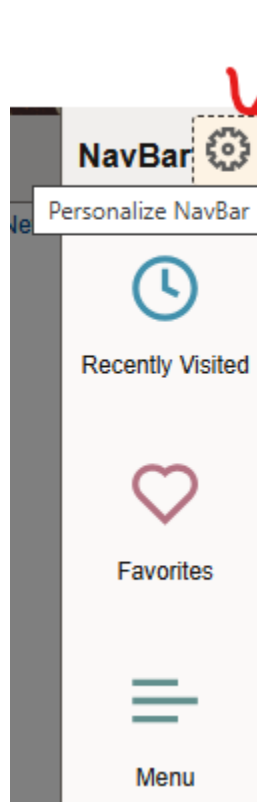


Option 2: Using the Personalize NavBar Feature

Step 1 - Click on the “**NavBar**” icon in the upper right corner from any page. Click on the tools/gear icon in the upper right corner of the NavBar. This opens the Personalize NavBar feature.



Step 2 - Select the “**Personalize NavBar**” button in the upper right corner.





Step 3 – Select the “Add Tile” (plus sign) icon in the upper right corner.

The screenshot shows the 'Personalize' interface. At the top, there are 'Cancel' and 'Save' buttons. Below is the 'Menu Order' section with 'Alphabetical' and 'Standard' options. The 'NavBar Tiles' section lists 'Recently Visited', 'Favorites', and 'Menu'. A red arrow points to a plus sign icon in the top right corner, which is labeled 'Add Tile'.

Step 4 - On the “Add Tile” screen, you may either navigate to the menu option by clicking the arrows until you find the screen you want or, if you know the name of the screen, enter it in the search box and click the arrow to the right. For this example, we will use the “Manage Job” option.

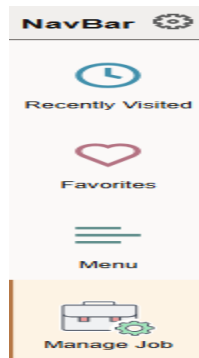
The screenshot shows the 'Add Tile' interface. At the top, there are 'Cancel' and 'Add Tile' buttons. Below is a search box containing the text 'Manage Job' and a right-pointing arrow button. A list of menu options follows, each with a right-pointing arrow:

- Configuration Specialist >
- PeopleSoft Applications >
- Update Manager >
- GT eForms >
- Manager Self Service >
- Employee Self Service >
- Position Management >
- Benefits >
- Department Self Service Tiles >
- Recruiting >
- Time and Attendance >
- Workforce Administrator >



Step 5 - When the menu option appears, select it.

Step 6 - The menu option will now appear on the “Add Tile” screen. Click “Save” to save your changes. The option will now appear on the NavBar.



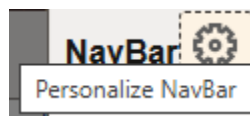


Editing the NavBar

Step 1 - Click on the tools/gear icon in the upper right corner of the NavBar. This opens the Personalize NavBar feature.



Step 2 - Click on the “Personalize NavBar” icon.



Step 3 - Edit the NavBar:

- a. Reorganize the order in which the icons appear by clicking, dragging, and dropping the menu item to the desired place in the menu.
- b. Delete a tile by clicking the “Delete Manage Job” (trash can) icon next to the name of the page you want to delete. Click the “Save” button.

