





PeopleSoft WorkCenters allow users to access their most commonly used reports, queries, pages and processes in a single location.

Each WorkCenter has a group for Links, Queries, and Reports/Processes.


WorkCenter content is dependant on a user's security access, and thus may vary by user. For example if a user does not have acces to a page, report, process, or query linked in the WorkCenter, that user will not see that link in their WorkCenter.

Access the UVM Business Manager WorkCenter in [PeopleSoft FSCM](#) on the

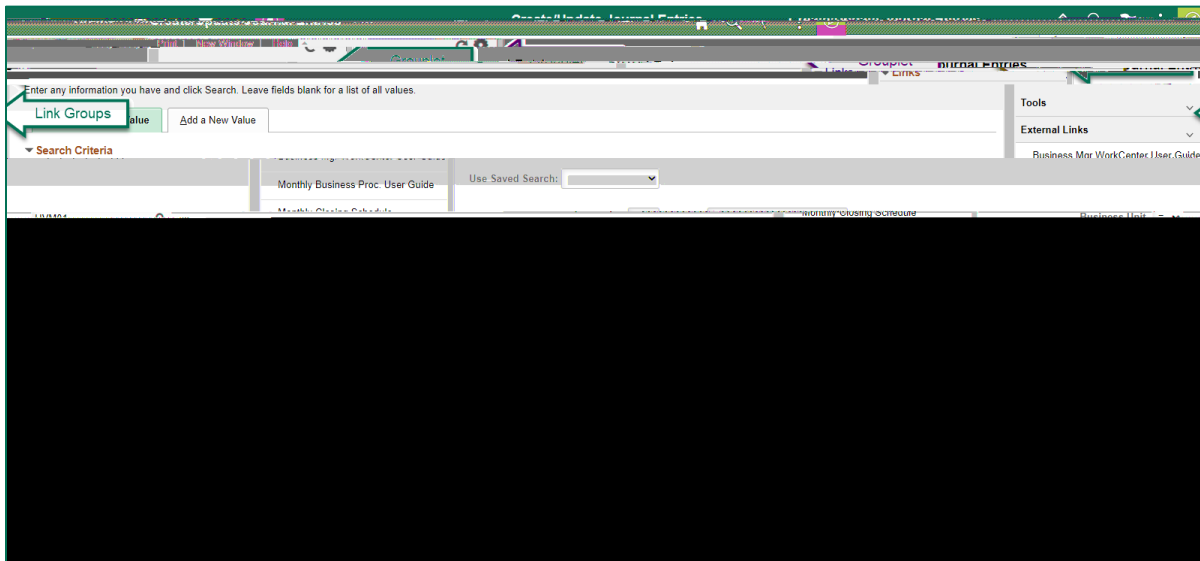
Available items are displayed in organized groups on the left side of the WorkCenter.

The right hand side is a transaction area, or workspace, where many of the links you access will be



Expand or collapse a group by clicking the  icon next to the group name.

The Links grouplet is the first to be displayed in the WorkCenter, displaying the available
Within each Link Group is a . Link Lists are organized and grouped by function. Use the next to a link group to expand or collapse it. In this example, the External Links section is expanded.



Tools

The Tools section in the Links grouplet contains a variety of links within PeopleSoft including Query Viewer, Process Monitor, Report Manager, Accounting Tags, Delete Run Control IDs, User Defaults, and Preferences.

External Links

The External Links section in the Links grouplet contains a variety of links including helpful documentation, forms, Footprint help desk ticket submission, and more. Most of these links will open in a new browser tab. This allows the user to continue working in their PeopleSoft session while accessing an external resource.



The Queries grouplet contains the available . Within each Query Group is a .
Query Lists are organized and grouped by function. Use the next to a link grni (a) (g).1



Log a [PeopleSoft Helpdesk Footprint](#) for assistance creating, inactivating, or working with Accounting Tags.