| **Step** | **Action** |
| --- | --- |
|  | Begin by navigating to the **General Ledger WorkCenter**.  Scroll down the drop down menu. |
|  | Click the **General Ledger** menu. |
|  | Click the **GL WorkCenter** menu. |
|  | Use the **General Ledger WorkCenter** page to access work items, links, queries, reports, and proccesses that are specific to your position. |
|  | Click on the **My Work** pagelet settings. |
|  | Click on **Minimize** to hide the Current Work items. |
|  | The **Links** pagelet of the **General Ledger WorkCenter** includes additional links to components that you commonly access.  The System administrator has configured a list of links that are available for this pagelet and has enabled end users to personalize their display options, as well as define group labels and links. |
|  | To begin personalizing the Links pagelet, click on the Links pagelet settings and choose **Personalize**. |
|  | Use the **Links Pagelet** Personalization page to structure your Links pagelet as you want to see it.  The **Group Label** fields created by the system administrator are  non-editable.  The **Display Order** field is an open field. This means that you can change the order the groups are displayed. |
|  | You are going to add some personal links so that you can quickly access menu items and other links from the Links pagelet.  Click the **Last** link. |
|  | Click the **Add a new row** button. |
|  | Click in the **Group Label** field.  Enter the desired information into the Group Label field. Enter "Configuration". |
|  | Click in the **Display Order** field.  Enter the desired information into the **Display Order** field. Enter "**3**". |
|  | Use the **Start Group Collapsed** option for links that are not frequently used. When you select this option, the group appears collapsed when you initially access the **WorkCenter**. |
|  | Use the **Define Link** column to access the Define Link page.  Click the **Define** link. |
|  | Use the **Define Link** page to determine the link type and link label.  Click the **Link Type** list. |
|  | Use the **Link Type** drop down list box to select the type of link. Options include: Menu Item and URL. |
|  | Use the **Select Menu Item** link to access the PeopleSoft menu structure.  Click the **Select Menu Item** link. |
|  | Click the **vertical** scrollbar. |
|  | Click the **Set Up Financials/Supply Chain** button. |
|  | Click the **Business Unit Related** button. |
|  | Click the **General Ledger** button. |
|  | Click the **[General Ledger Definition]** link. |
|  | You can accept the default label for the link or you can select the **Override Label** check box. This selection enables you to enter a new label in the Label field |
|  | Click the **OK** button. |
|  | Notice that the **General Ledger Definition** link label appears. You could change the label if you wanted to override this label. Just click the **Define** link , select to override the label and supply a more meaningful label if needed. |
|  | Next, you will add another **Group Label** for research and external links.  Click the **Add** a new row button. |
|  | Enter the desired information into the **Group Label** field. Enter "**Research and External**". |
|  | Click in the **Display Order** field. |
|  | Enter the desired information into the **Display Order** field. Enter "4". |
|  | Click the **Define** link. |
|  | The link type is going to be a URL.  Click the Link Type list.  Click in the **URLID** field. Enter or copy/paste the desired URL. |
|  | Click in the **Label** field.  Enter the desired information into the **Label** field. Enter **SMART GL Training** |
|  | Click the **OK** button. |
|  | Click the **Save** button. |
|  | Click the **Close** link to return to the **General Ledger WorkCenter** pagelet. |
|  | Click the **Reload the Links** link.  Once you have reloaded the **Links** pagelet, your new Groups appear in the **Links** pagelet. |
|  | Your **Links** pagelet becomes a powerful collection of your most commonly-accessed links, saving you a great deal of navigation and processing time.  Click the **General Ledger Definition** link. |
|  | The system takes you directly to the **General Ledger Definition** page where you can view your business unit set-up from the **WorkCenter**. |
|  | Click in the **Business Unit** field.  Enter the desired information into the **Business Unit** field. Enter **"17300".**  Click the **Search** button. |
|  | Notice that you have full functionality from your **WorkCenter** page to access other pages, reports, inquiries and so on. |
|  | You have successfully personalized the **Links** pagelet.  **End of Procedure**. |