ASU is upgrading the way the menus and the search features of PeopleSoft work.

**Swan Menu**
Now, there’s a new menu (called the swan menu) that keeps track of where you’ve been and puts the menus at your fingertips.

**Mouse Over Menus**
Click on a swan menu item. As you mouse over the rest of the menu items, they expand, making it easy to quickly go to the page you want.

**Breadcrumbs**
As you navigate to different pages, the swan menu keeps track, allowing you to quickly get to related pages by starting at the “bread crumb” displayed in the swan menu.
PeopleTools 8.5

Searchable Main Menu
The Main Menu has some great changes too.

Ever forget what menu leads to a seldom-visited page? Now the search can help you find that page. Type in the page title and click on the button.

Your results of the search will show – clicking on a link will open that page.

or type the first part of your search phrase and pause. The system will pop up some options.
Sortable Main Menu

The main menu is now sortable. Clicking on these arrows will sort the list alphabetically.

My Favorites

If you put menu items into your “my favorites” menu, they will be available to you in the new interface as well. The new “my favorites” menu is the left-most menu on the Swan menu. It also has a running list of the last five pages that you have visited.
**Pop Up Search**
The search feature has been improved as well.

If you click on a magnifying glass, the search now appears in front of the page you started from, to help you keep track of what you’re doing.
Easing into the change

If you want to take it slowly, the original menu will continue to display on the home page. Simply click the “home” link to return to the beginning.

Clicking on any menu item on that page will bring up a fan page. From there you can continue to click on links to get to the page you want.
**Personalizations**

In this new version, you can change how the menus work. There is a new menu item on the menu (near the bottom) called “My Personalizations”. Changing values in here will change the way that PeopleSoft works for you.

**NOTE** that changes you make may slow the performance of your sessions.

**Example:**
You can set Peoplesoft to search for results in a field by typing the first few characters and then pausing. To set that up, click on “My Personalizations > Navigation Personalizations > Type ahead

Then set type ahead to “Yes”.

Once you do that, you will see this type of behavior when you start to type in a field and then pause:

Need more information or have questions?  
[http://help.asu.edu/pt85](http://help.asu.edu/pt85) or [UTOTraining@asu.edu](mailto:UTOTraining@asu.edu)