Easily customize adminsys	Brought to you by Lisa Schwaiger - DOPM HelpDesk Triage and Computer Tech, currently working from home

BACKGROUND:

Administrative Systems (aka "adminsys") is located at https://www.uab.edu/adminsys/
That is the dashboard for a lot of things that UAB folks do – for example Kronos, LinkedInLearning, Oracle, and many other things.

QUESTION:

I go to https://www.uab.edu/adminsys/ very often.
There are a few things on there that I use all the time, and everything else is stuff that I never use.
Is there a way to customize it, so that it's personally easier for ME to use?

ANSWER:

Yes. There are two things that you can do:

- The easiest is just to move the buttons. For example, if you use "Campus Kronos" all the time, you can move that to the upper-left to make it easier to find. You do that by a simple "drag-and-drop".
- If you want to get fancy, click "Configure Layout" at the bottom. This lets you toggle off certain buttons. For example: Maybe you never use anything except Kronos, Employee Directory and P-Card Intersect. You can "uncheck" everything else (to hide them).

Notes:
- You can always reset back to the original display settings by clicking "Configure Layout" and then "Reset to Default".
- A related Tip Of The Week showing how to make "adminsys" your "home page" is at https://www.uab.edu/medicine/dopm/images/TOTW/totw2017-05-04.pdf

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