

FMS Tip #9

Using My Projects

PeopleSoft 8.8 provides an easy way to access your most frequently used projects.

1. Call up a project you want to add to your My Projects list.
2. From the **General Information** tab click on the **Add to My Projects** button.

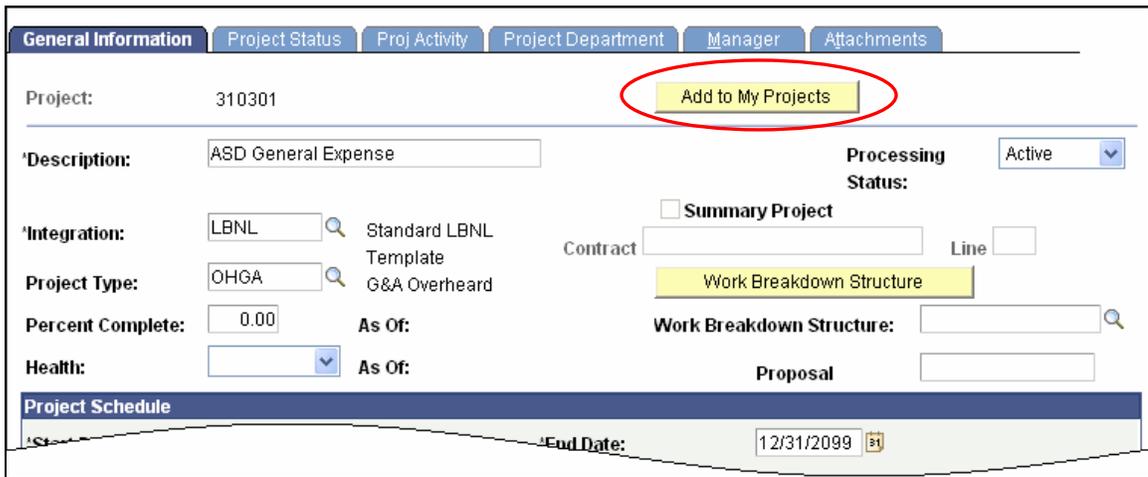


Figure 1 – Add to My Projects Button

3. After adding projects to your My Projects list you can access them quickly by clicking on the **My Projects** link under **Project Costing** in the left side menu.



Figure 2 – Left Side Menu

