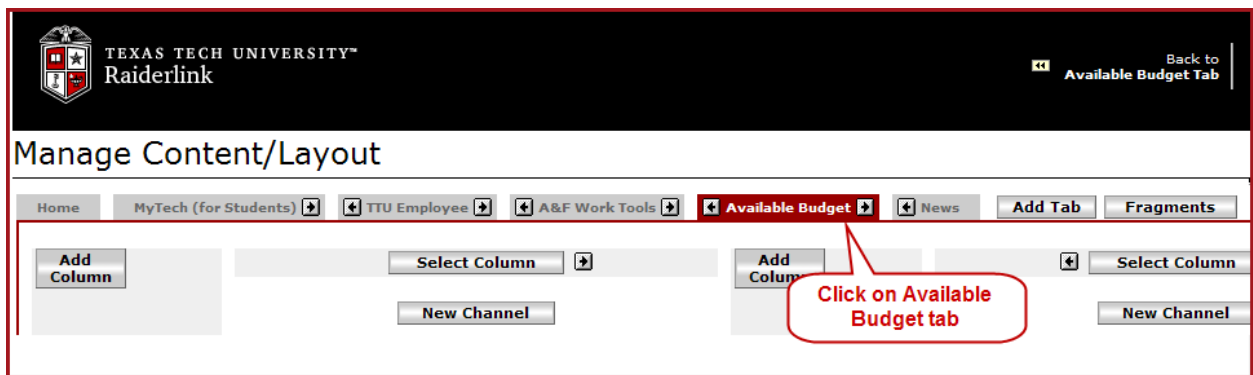


Add Additional Available Budget Channels in Raiderlink:

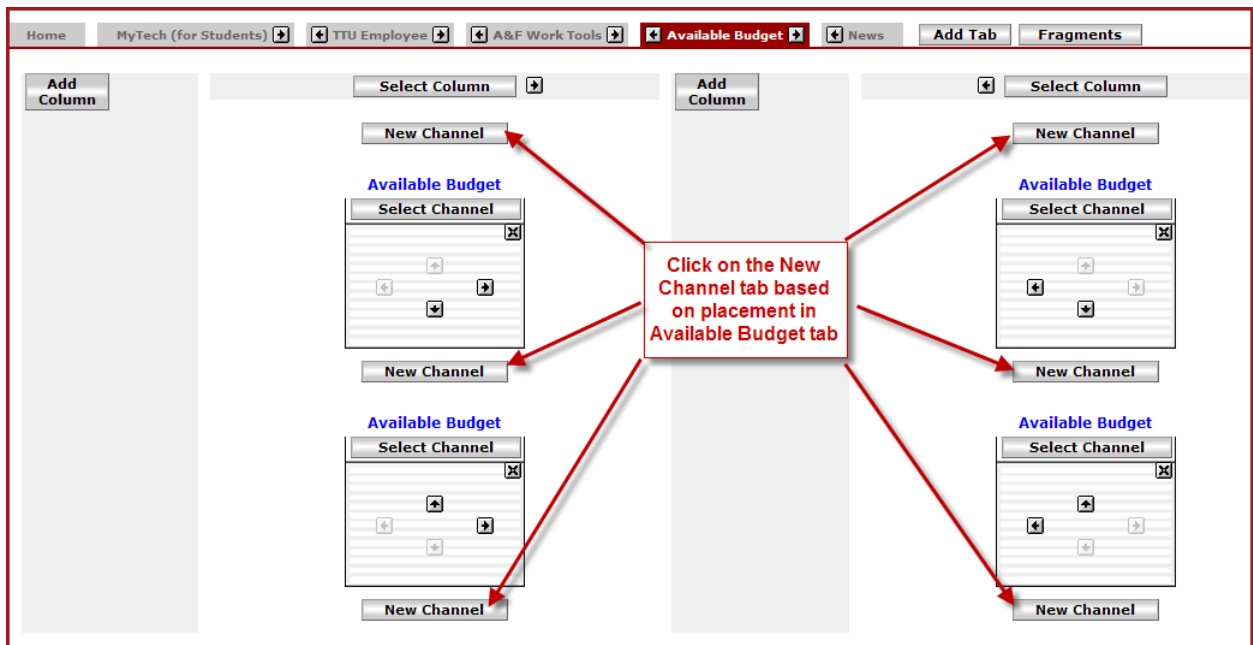
Click on **Content Layout** in the top menu bar of Raiderlink to add additional Available Budget Channels.



This opens the Manage Content/Layout page. Click on the **Available Budget** tab.



Select **New Channel** – there are several New Channel tabs. The New Channel tab selected will be the location of your new channel.



After selecting a New Channel location a new screen appears – **Steps for adding a new channel.**

1. Select a Category
 - a. Select **Faculty / Staff – TTU** from the drop down menu
 - b. click **Go**
2. Select a Channel
 - a. Select **Available Budget**
3. Click on the **Add Channel** button

Steps for adding a new channel:

1. Select a category:
Faculty / Staff - TTU

2. Select a channel:
Category:
Announcements
Available Budget
BannerDevelopment
Campus Events
Campus Links

3. Add the selected channel:

[Cancel and return](#)

The New Channel has been added as shown in the Manage Content/Layout screen

Home MyTech (for Students) TTU Employee A&F Work Tools **Available Budget** News Add Tab Fragments

Add Column Select Column Add Column Select Column Add Column

New Channel Available Budget Select Channel New Channel

New Channel Available Budget Select Channel New Channel

New Channel Available Budget Select Channel New Channel

Click on the **Back to Available Budget Tab** link in the menu bar at the top of the screen.

TEXAS TECH UNIVERSITY™
Raiderlink

Click on Back to Available Budget Tab

Back to Available Budget Tab

Manage Content/Layout

The new channel has been added to the Available Budget tab in the Raiderlink. Follow the instructions provided under **Add Banner Funds to Channels** to add the new

Banner Chart, Fund, Organization and Program. Repeat the above process to add additional budget channels.

Add Available Budget Tabs to Raiderlink

Click on **Content Layout** in the top menu bar of Raiderlink to add an additional tab.

This opens the Manage Content/Layout page. Click on the **Add Tab**.

Steps for adding the new tab:

1. Name the tab
2. Select the type: choose Traditional or Framed (for URLs)
3. Select a position for the tab
4. Submit

Steps for adding this new tab:

1. Name the tab:
2. Select the type:
 Traditional Framed - URL: (i.e. http://www.theInternet.com)
3. Select a position for the tab:
Home MyTech (for Students) TTU Employee A&F Work Tools Available Budget News
4. Submit the choices:

Click on the new tab. You may now Add Columns and Channels to this tab.

Options for modifying this tab:

- Make this the default "Active Tab", (the tab that is selected when you log into the portal)
- Rename the tab:
- Change tab type:
 Traditional Framed - URL: (i.e. http://www.theInternet.com)
- Delete this tab
- Cancel and return

Home MyTech (for Students) TTU Employee A&F Work Tools Available Budget **AFISM FOPs** News Add Tab Fragments

Steps for adding a column:

1. Click on **Add Column**
2. Set Column Widths
3. Submit

Steps for adding this new column:

1. Set Column Widths:
Column widths can be set as a percentage of the total screen or by a number of specific pixels. To set widths as a percentage, include the % sign. If the % is omitted, the width will be interpreted as pixels. Widths stipulated as a percentage should total 100% (for best results) for all columns.

Column

2. Submit the choices:

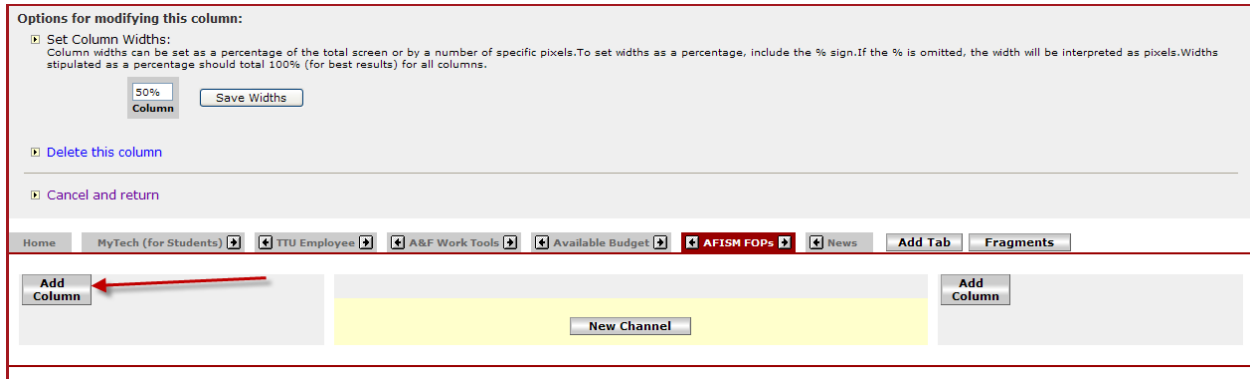
Cancel and return

Home MyTech (for Students) TTU Employee A&F Work Tools Available Budget **AFISM FOPs** News Add Tab Fragments

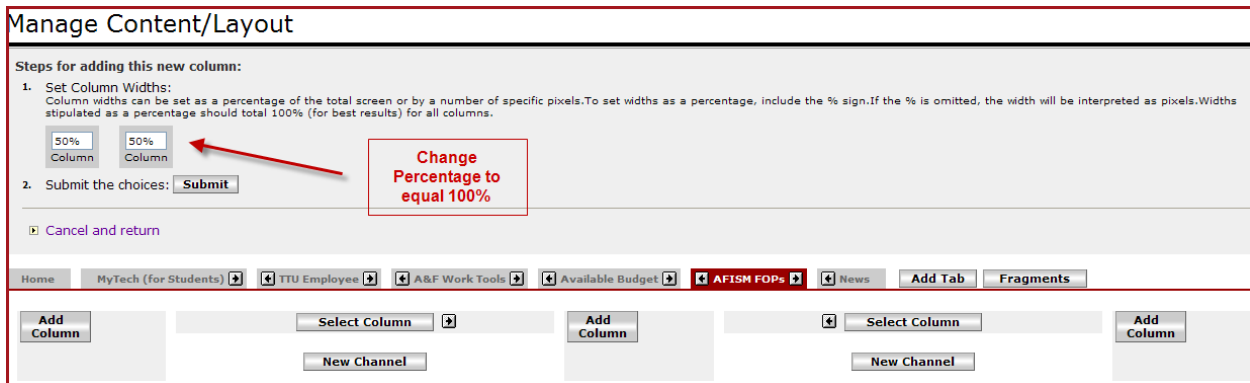
Click on **Select Column** to edit, resize or remove a column.

Home MyTech (for Students) TTU Employee A&F Work Tools Available Budget **AFISM FOPs** News Add Tab Fragments

To add another Column to this tab, click on **Add Column**

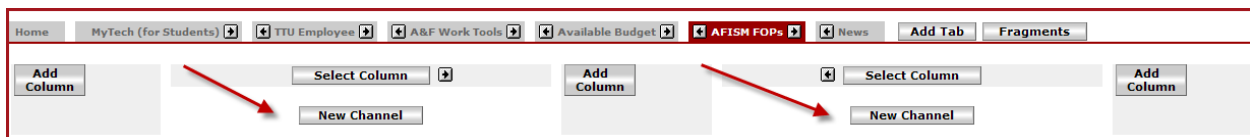


Set Column Widths (equal to 100%) and Submit.



Continue process until you have desired number of columns for the tab you created. Channels will then need to be created for your columns.

Click on New Channel



After selecting a New Channel location a new screen appears – **Steps for adding a new channel.**

1. Select a Category
 - a. Select **Faculty / Staff – TTU** from the drop down menu
 - b. click **Go**
2. Select a Channel
3. Select **Available Budget**
4. Click on the **Add Channel** button

Steps for adding a new channel:

1. Select a category: Faculty / Staff - TTU
2. Select a channel:
 - Category:
 - Announcements
 - Available Budget
 - BannerDevelopment
 - Campus Events
 - Campus Links
3. Add the selected channel:

The New Channel has been added as shown in the Manage Content/Layout screen. Repeat the process in other columns of the tab you have created.

Click on the **Back to (Name of your new Tab)** link in the menu bar at the top of the screen.

The new channel has been added to the tab you created in Raiderlink. Follow the instructions provided under **Add Banner Funds to Channels** to add the new Banner Chart, Fund, Organization and Program. Repeat the above process to add additional budget channels.

Example of 2 Columns (both at 50%) and 2 Channels added to a Tab: