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**

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

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

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

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 specified as a percentage should total 100% (for best results) for all columns.
2. Submit the choices: **Submit**

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