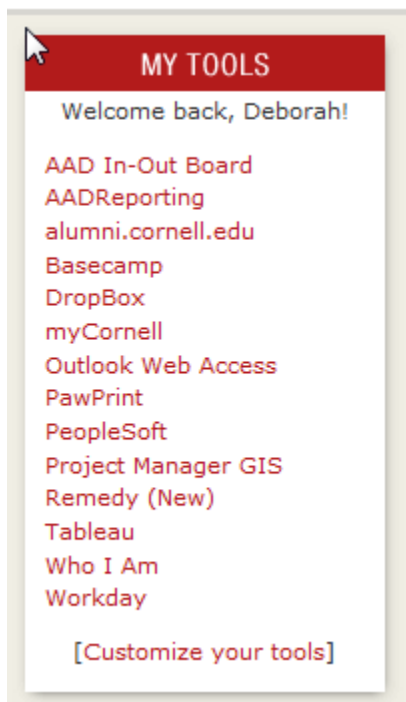# Managing "My Tools"

There are two areas that show your tools, on the front page shown in the image on the left and in the in the main tool bar as shown in the image on the right.

The "MY TOOLS" on the homepage only gives you the "Customize My Tools" link.

The "My Tools" menu dropdown gives you two options at the bottom: The "All Tools" selection takes you to a master list of tools with descriptions that show all of the "ready to select" tools.

The "Customize My Tools" link allows you to edit the tools that show in this dropdown and the homepage "My Tools" section above.
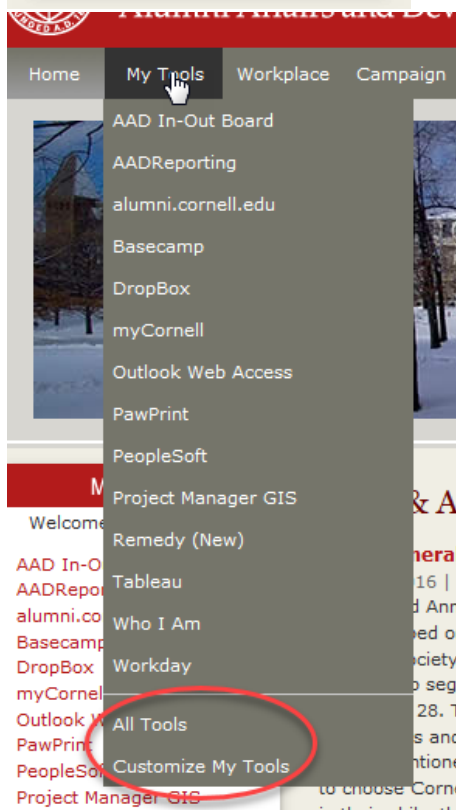
All Tools - Tools Master List

View all the tools available and their descriptions.

The links are clickable so you can check that it is the correct tool to add.

AAD | Tools

Tools Master List

AADReporting
Takes you directly to the aadReporting interface as you knew it on the old aadConnect.
http://connect.aad.cornell.edu/

Account String Builder
A web tool for building out account strings based on attributes you choose
http://kpi.cornell.edu/tableauRunRpt.cfm?wb=AccountStringGenerator&rpt=AccountStringBuilder

Alumni.cornell.edu
Alumni, Parents, and Friends website
http://www.alumni.cornell.edu/

Annual Fund Solicitation Revision Form
http://www.aad.cornell.edu/how-to/docs/Annual-Fund-Solicitation-Revision-Form.pdf

Budget and Finance
http://www.aad.cornell.edu/workplace/administrative-services/budgeting.cfm

CASE
The Council for Advancement and Support of Education.
http://www.case.org/

Chronicle of Higher Education
The newspaper of the higher education industry.
http://chronicle.com/

Chronicle of Philanthropy
The newspaper of the philanthropy industry.
http://www.philanthropy.com/

Cornell Box
Box is a free service for Cornell faculty, students, staff, and affiliates that allows you to share and collaborate on documents and other files online.
https://cornell.app.box.com/files

Cornell Chronicle
The official newspaper of Cornell University.
http://www.news.cornell.edu/

Cornell Now 2015
http://www.now.cornell.edu/campaign

Cornell Yammer
https://www.yammer.com/cornell.edu/#/Threads/index

CornellCast
Video and audio of lectures, discussions, and performances featuring members of the Cornell community and distinguished guests.
http://www.cornell.edu/video/

CUinfo
Cornell's at-a-glance information page on the university today, including weather and news.
http://www.cuinfo.cornell.edu/

CUVolunteer
Cornell's online volunteer management system
https://givegab-cornell-alumni.herokuapp.com/

doCUments
Cornell official online document storage link.
https://documents.ct.cornell.edu/documents/Welcome

DropBox
https://dropbox.cornell.edu/

Employee Essentials
Manage your benefits, payroll information, and personal information held by the Office of Human Resources.
https://ee.ohr.cornell.edu/

Expensify
For use by AA&D Staff with supported mobile devices. Use Expensify to submit travel reports and reimbursements to U&SA-BSC.
https://www.expensify.com/dashboard

Ezra Magazine
http://www.ezramagazine.cornell.edu/

Foundation Directory Online
http://resolver.library.cornell.edu/misc/5515911

Gift Processing System
https://giftprocessing.aad.cornell.edu

Hyperion-Brio
https://brio.oit.cornell.edu/workspace/index.jsp

IGO Toolkit
http://www.aad.cornell.edu/how-to/mgo-toolkit.cfm

Imodules
Imodules login
http://cornelluniversity.imodules.com/s/1717/alumni/index.aspx?sid=1717&gid=2

Ithaca Journal
Ithaca's newspaper.
http://www.theithacajournal.com/

Ithaca Weather
http://www.cornell.edu/about/status/weather.cfm

Kronos
https://www.kronos.cornell.edu

Kuali
https://kfs-prod.adminapps.cornell.edu/kfs/portal.do?selectedTab=main

myCornell
Customizable home pages for members of the Cornell community.
http://uportal.cornell.edu

Non-travel Reimbursement Form
AAD's form for the reimbursement of non-travel expenses.
http://www.aad.cornell.edu/how-to/docs/howto_bsc_nontravelreimbursement.xls

OBIEE
OBIEE is a business intelligence platform that allows AAD staff to generate reports from the contributor relations data warehouse and Kuali data warehouse.
https://obieeprod.oit.cornell.edu/analytics/saw.dll?Dashboard

Outlook Web Access
Anywhere access to your e-mail and calendar via Outlook.
http://outlook.cornell.edu/owa

PeopleSoft
https://adminapps.cornell.edu/psp/psprod/EMPLOYEE/HRMS/h/?tab=DEFAULT

Procurement Gateway
Use this link to access the new landing page for eSHOP, the IWant Doc, and all other procurement requests and resources.
https://gateway.procurement.cornell.edu/

Proposal Templates
Finished and approved language, design, and photos that you can use to build a proposal in a matter of minutes.
http://www.aad.cornell.edu/campaign/proposals.cfm

SPD Tool
Staff Position Description tool
https://spdpd-stage.hosting.cornell.edu/SPDHRView.cfm

Tableau
https://kpi.cornell.edu/tableauRunRpt.cfm?wb=ReportPortal2_4_15&rpt=ReportPortal#3

Travel Portal
https://www.dfa.cornell.edu/travel

Travel Reimbursement
Everything you need to have travel expenses reimbursed.
http://www.payments.cornell.edu/Request_Travel_Reimbursements.cfm

University Communications
http://www.aad.cornell.edu/workplace/communications

Web Financials
https://www.webfinancials.cornell.edu/

Webex
Collaborate with people across the division using this audio, and video, conferencing program.
https://cornell.webex.com/

Workday
http://workday.cornell.edu

Zoom
Conferencing Service
https://cornell.zoom.us

All Tools

Customize My Tools

Customize My Tools

Here you see the Master list with the green plus signs. Clicking the Plus sign next to the tool will add it to your personalized list, shown on the right.

The "My List (netid)" shows you all the tools you have added to your list. If you want to remove a tool from the list simply click the red minus sign next to the tool you would like to remove.

Add Your Own Tool (not on the master list)

If you have checked the master list and don't see the tool you want to add you can add it at the bottom of the "Customize My Tools" page using the "Add Your Own Tool" function.

- To use it you must add a name and make sure that is meaningful to you.
- Add the URL,
  You can see that the field for the URL is populated with the "http://" that most addresses require but because some of them are "http**s**://" I always pull the page that I want to add up in the browser, then copy and paste the URL.

To copy and paste:

Click in the URL address line.

While your are still hovering over the address, right click your mouse.

Select "Copy" from the dropdown list.

In the "Tool URL:" delete the http:// that is in the field.

Right click in this field and select paste from the list.

Click the "+ Add" button and you are done

The new "Tool" should show up on your list. If it does not show there you may have forgotten to enter the tool name.