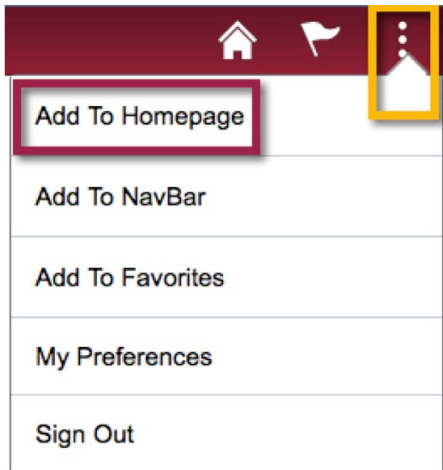


Create a Homepage

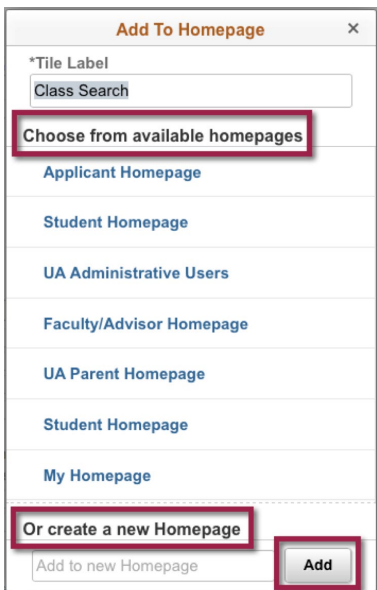
Follow the instructions below to create a new homepage. You can create multiple homepages allowing the flexibility to combine the screens required for specific tasks.

Create a Homepage

1. Navigate to the page you wish to have as a homepage.
2. Click the **Actions Menu** icon from that page.



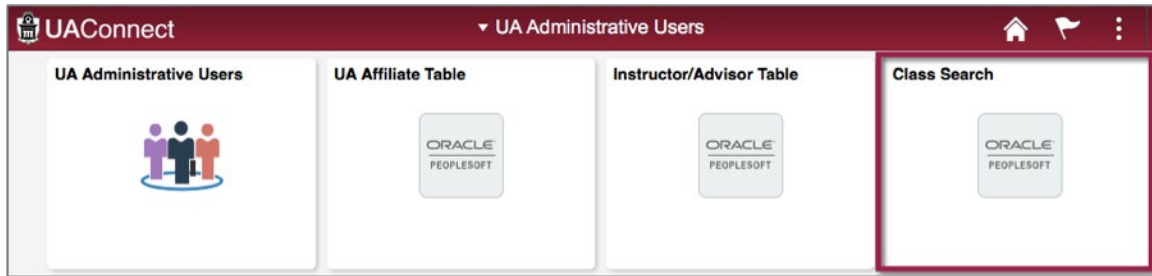
3. Select **Add to Homepage**.
4. Choose from available homepages **OR** create a new homepage.



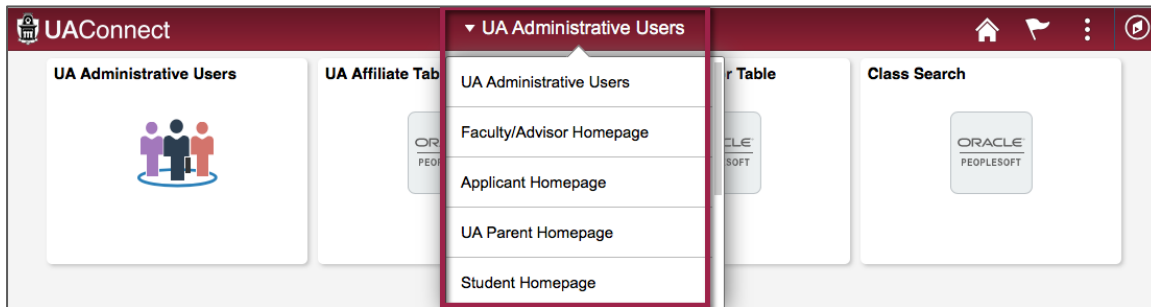
5. Click the **Add** button. You will receive notification that the page was added to a new homepage.
6. The new tile will appear on the homepage you selected.

Verify New Tile on the Homepage

Once you have saved the screen to your homepage, click the link in the left corner. You will move back one level to the indicated homepage.

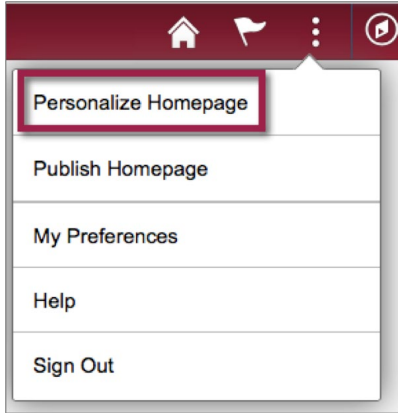


You can also click the Homepage dropdown menu in the center of the banner to view all your homepages. Select the homepage you wish to use and view all the tiles on that homepage.

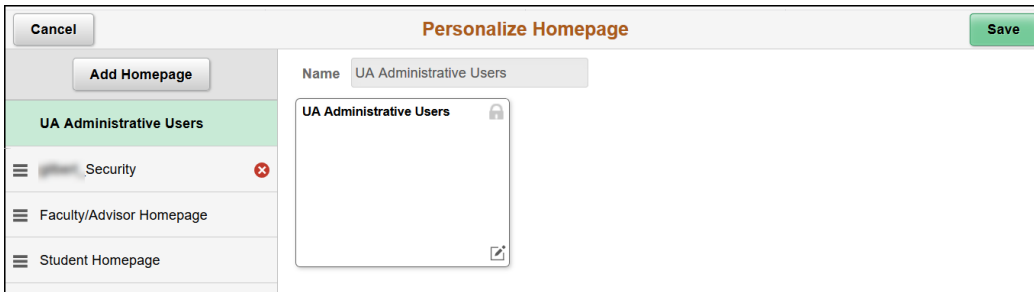


Delete a Homepage or Tiles

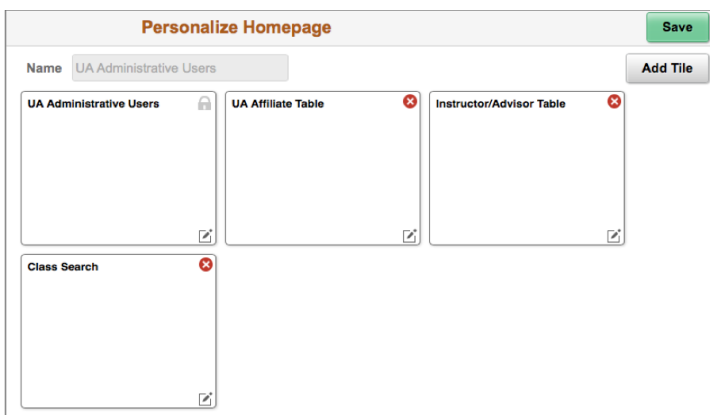
1. Click the **Actions Menu** icon in the top banner and select the **Personalize Homepage** link.



2. Click the **✖** on the **Homepage** you wish to delete.



3. Select the **Homepage** from which the tile should be removed.



4. Click the **✖** on the **tile** you wish to delete.
5. Click the **Save** button.