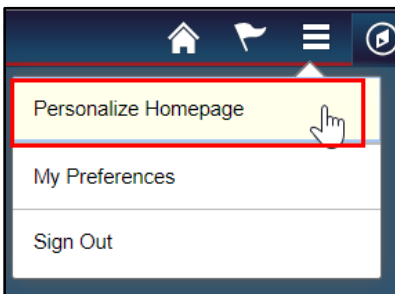# Add New Page/Tile to Homepage

Content

- [Add from Homepage](#)
- [Add from Actions List/Page](#)
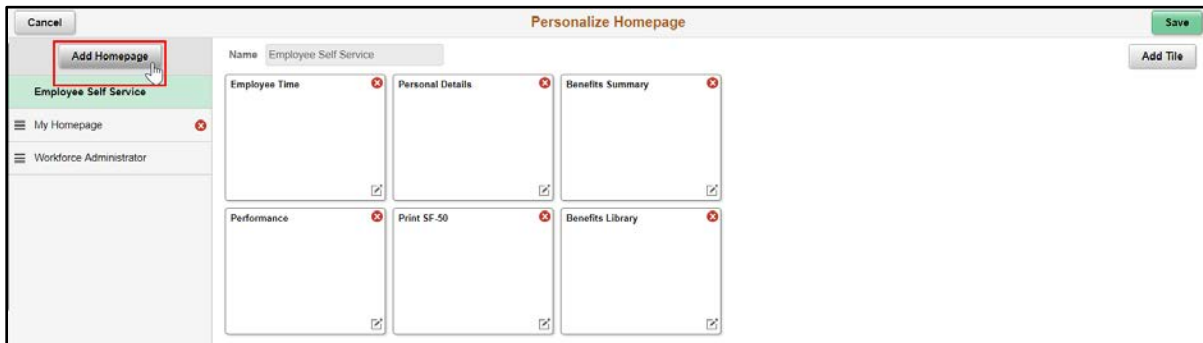
Add from Homepage

1. From the homepage, select the **Action List icon** [▤] on the right side of the screen.
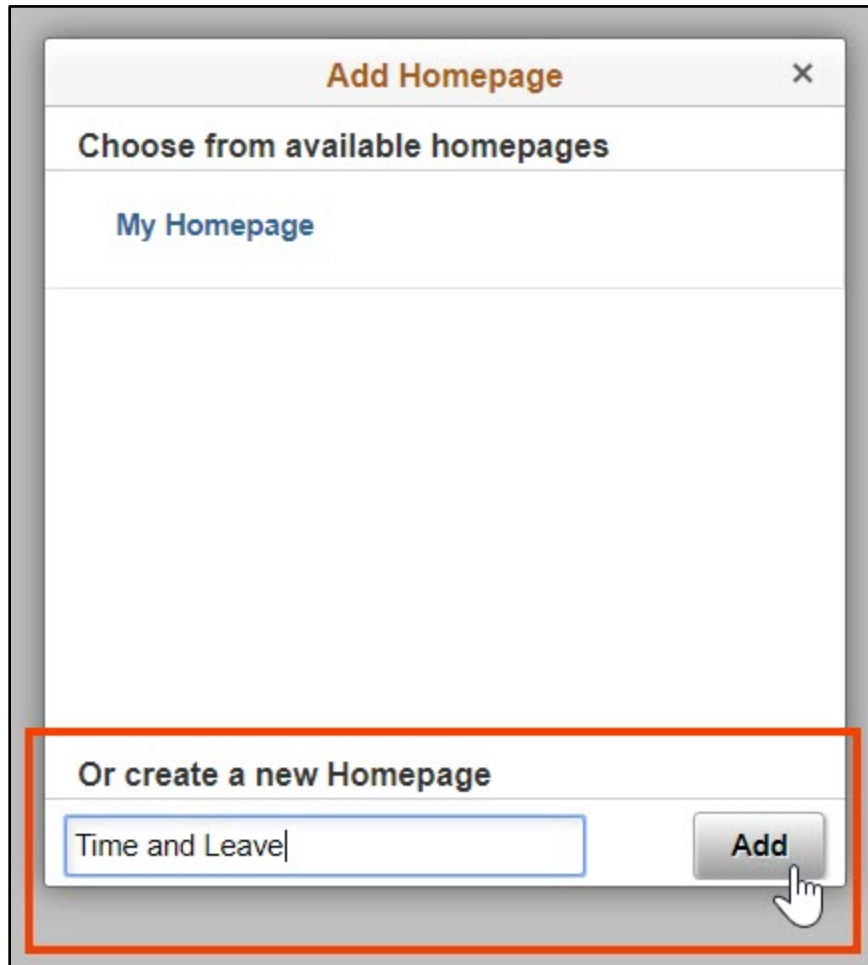

2. Choose the **Personalize Homepage** option.

3. On the Personalize Homepage, choose the **Add Homepage** button on the left side of the page.

4. The **Add Homepage** dialogue box will appear. Enter text to title your new homepage, and select the **Add** button.
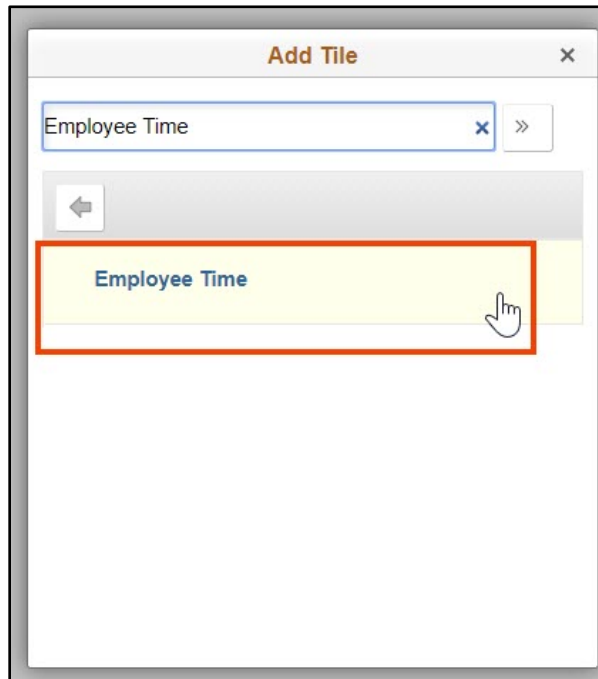

5. On the right of the screen, choose the **Add Tile** button to include additional items to the newly created page.

6. The **Add Tile** dialogue box will appear. Navigate to the tile you want to add using the options listed, or search using the field provided (ex: **Employee Time**).
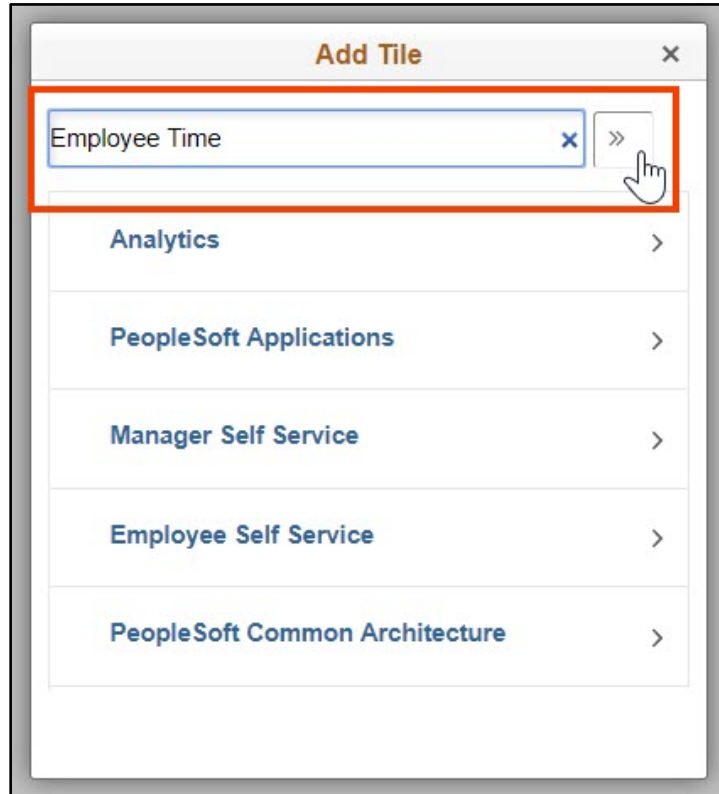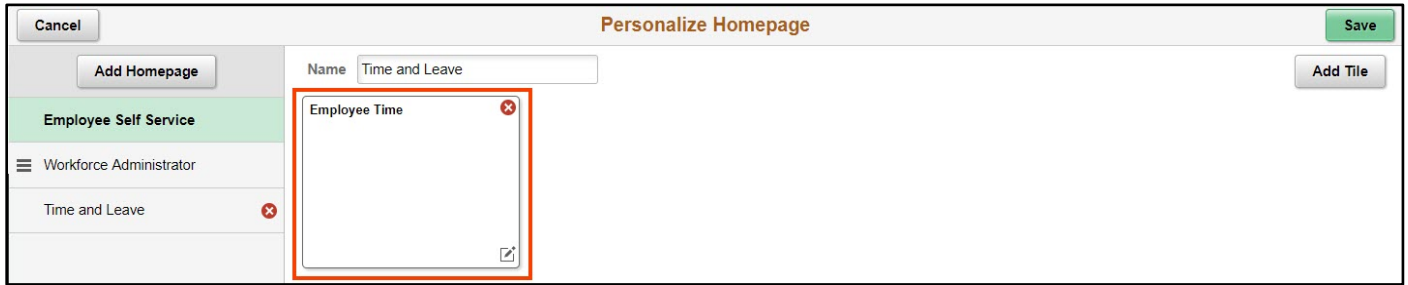

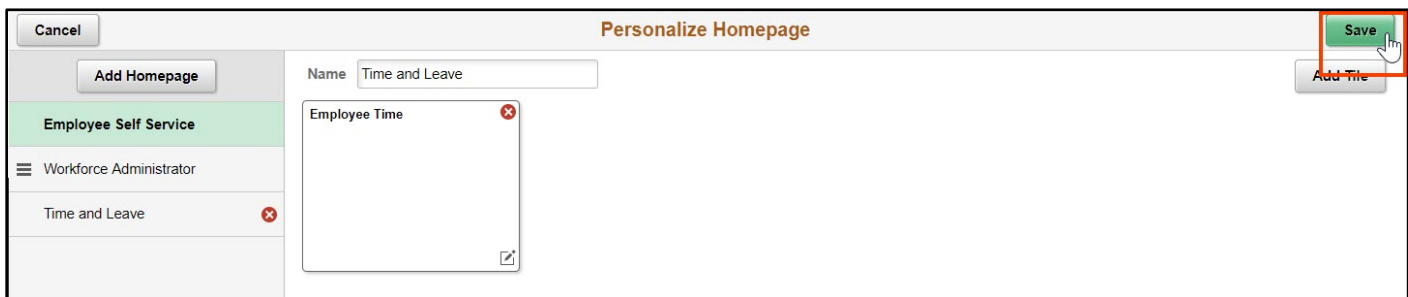7. Select the item you want to add as a tile to your new homepage.

8. An outline of the new tile will appear on the Personalize Homepage screen.

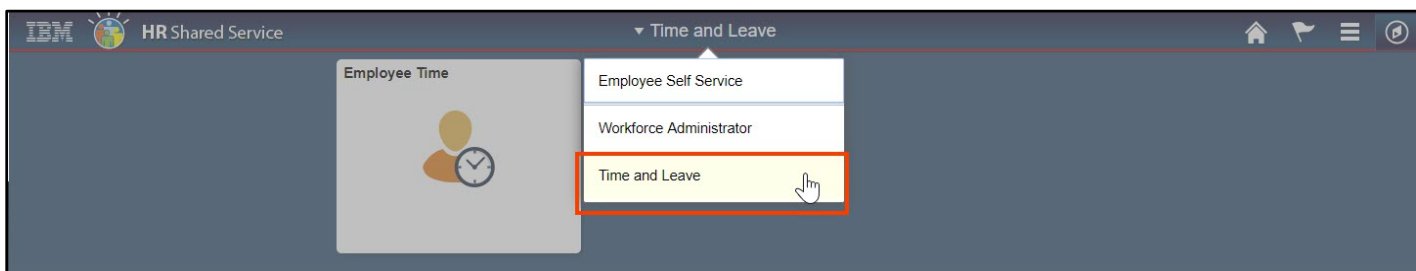9. Use the same process to add more tiles to the new homepage.

10. Select the **Save** button at the top right to save the personalized page.

11. The new page and tile(s) will appear.

12. The new page will also appear when you select the drop-down menu at the top of the screen.
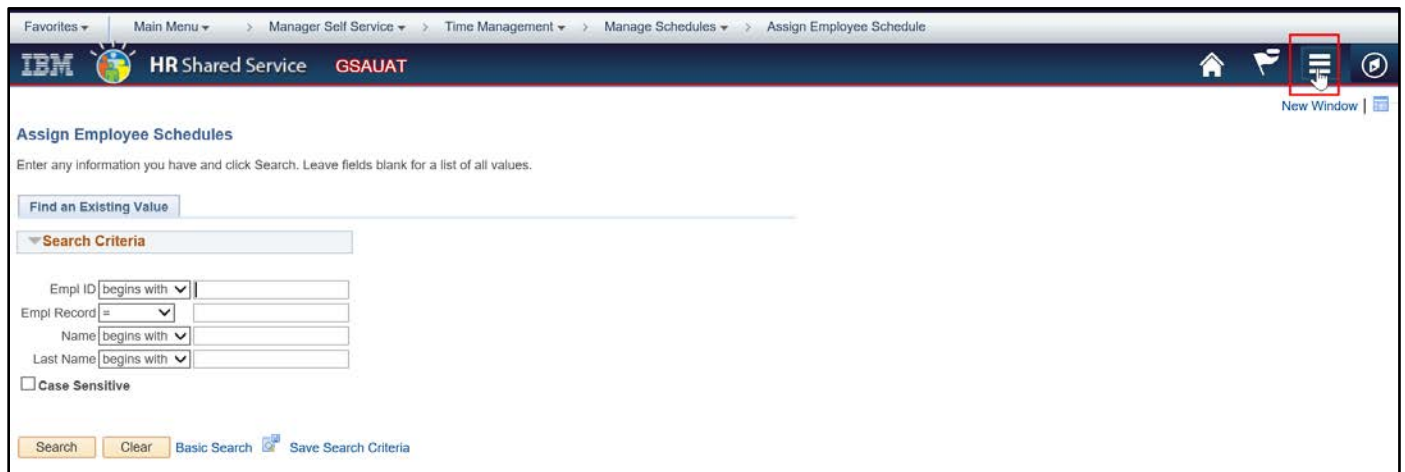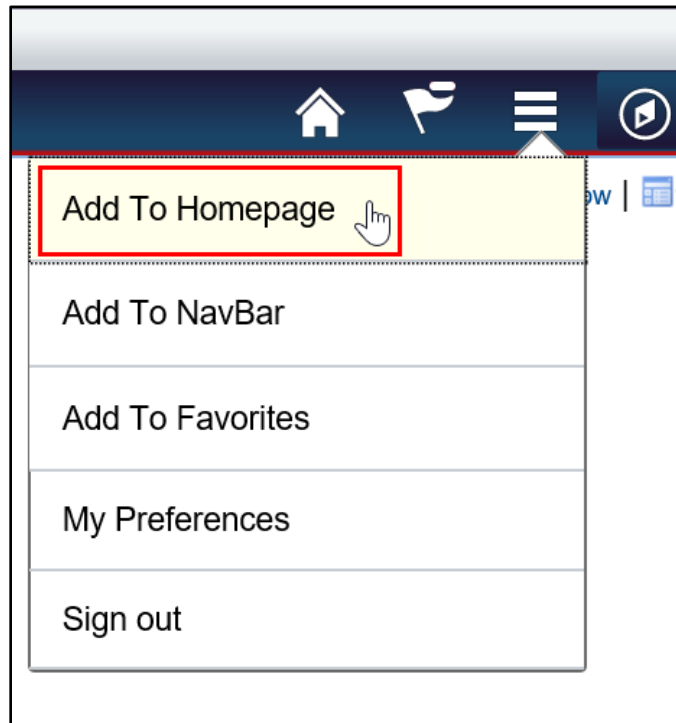
Add from Actions List/Page

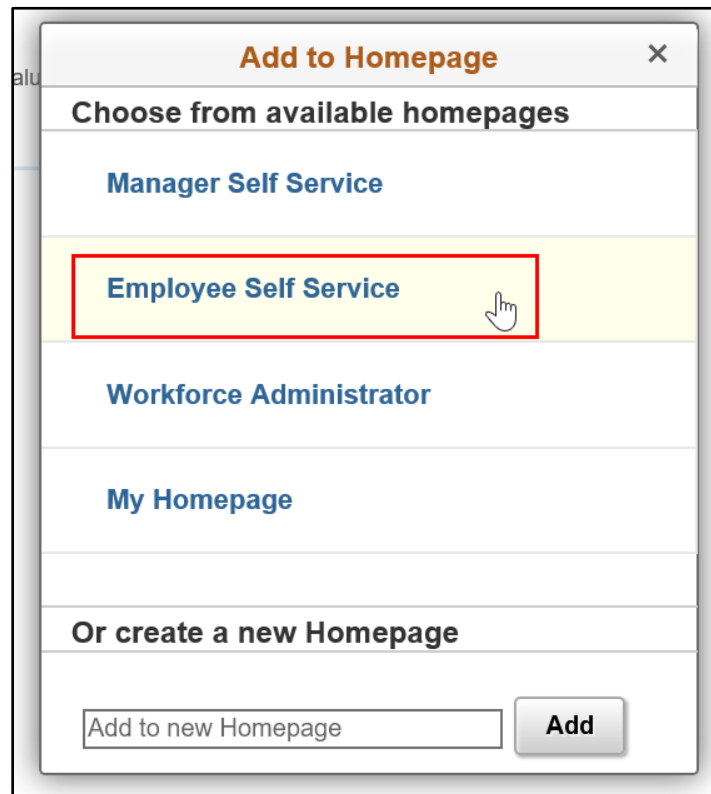1. Navigate to the page you want to add as a tile to your homepage.

2. Once you are on the page, select the **Action Lists icon** [⊟] at the top right of the page.
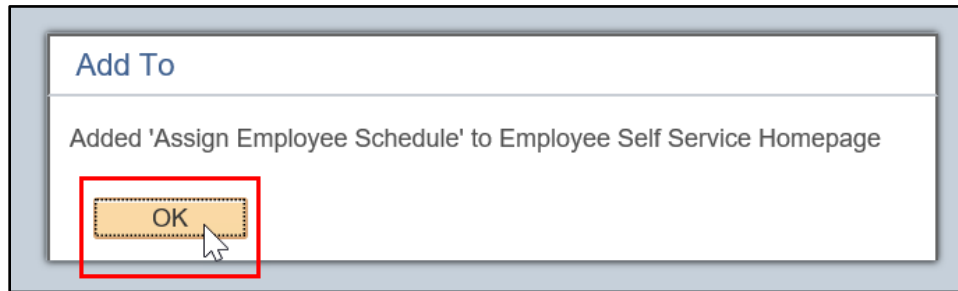
3. Select the **Add To Homepage** option.

4. Select the homepage to which you would like to add the new tile.

5. A dialogue box will appear, informing you that the page was added to the selected homepage.

6. If you navigate back to the homepage, you will see the new tile has been added.