

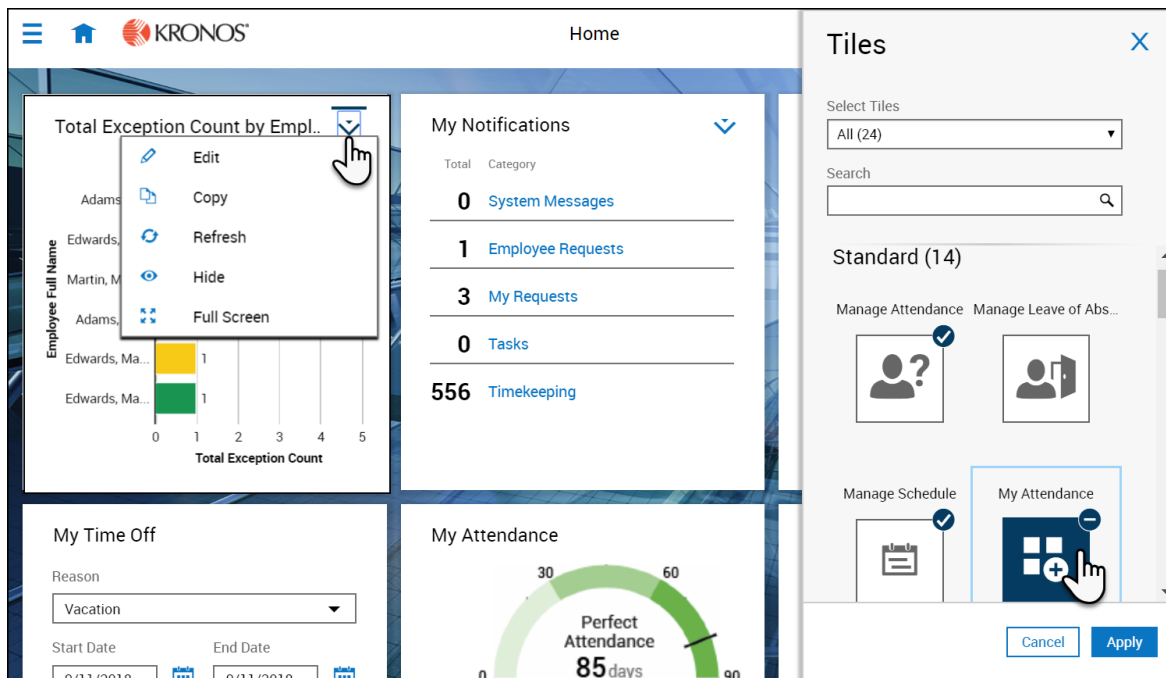


Manage Tiles

About Tiles

- Tiles provide access to important content about your employees and organization.
- They can appear on your home page as a visual representation of a common task that you frequently perform, such as a current schedule, or a timesheet. They can also appear as a visualization of a metric, or other summarization, in the form of a pie chart or graph.
- You can show or hide tiles depending on what aspect of your business you want to view.

To add tiles:



1. On the Home page click **Settings** at the top right of the screen.
2. Click the drop-down menu in the **Select Tiles** text field to navigate to a specific tile category.
3. Use **Search** to search for specific tiles by typing part or the whole name in the text box.
4. Select the tile that you want to display on the Home page.
 - a. Tiles are displayed in gray until they are selected in the Tiles library, when they are displayed in dark blue. They return to gray after you click **Apply**.
 - b. Applied tiles are displayed in the Tiles library with a check mark in the top right of the tile thumbnail to signify that they are currently applied within the home page.
 - c. Tiles that are displayed in the Tiles library with a minus sign in the top right of the tile thumbnail, signify that they have been selected to be removed upon clicking Apply.
5. After choosing the Tiles, click **Apply** to save the changes and close the library, or click **Cancel** to cancel your selection.

To refresh tiles:

1. From the home page, click the drop-down arrow in the upper right corner of the tile you want to edit.
2. Click **Refresh** to update your view of the tile. This action updates the underlying data in the chart.

To hide tiles:

1. From the home page, select the drop-down arrow in the upper right corner of the tile you want to hide.
2. Click **Hide** to hide the tile from view.
3. Click **Apply**.

To reorder tiles:

1. To reorder the tiles on the home page, drag and hold the Tile while moving it to the new location.