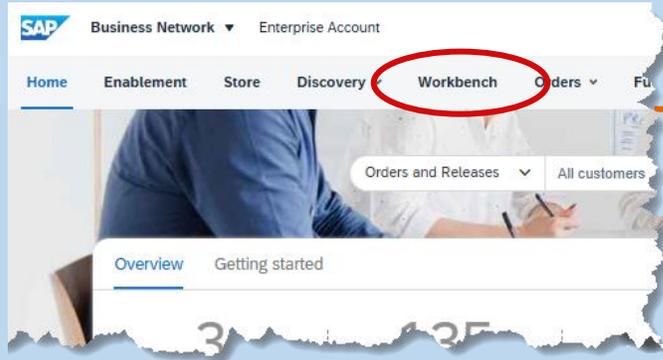


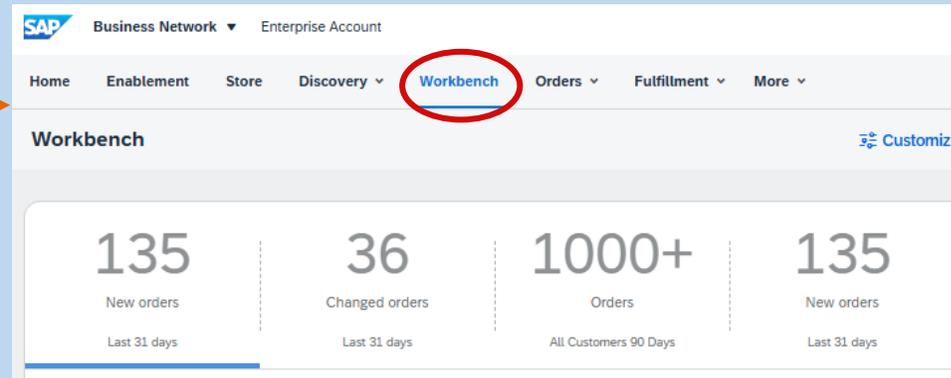
SAP Business Network – Workbench – Adding, Removing and Moving Tiles



Step 1: Login, locate and click the **Workbench** tab



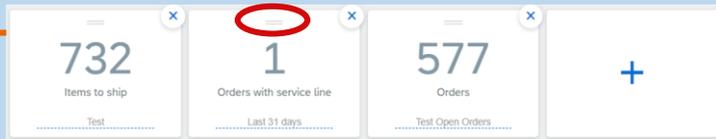
Step 2: Click on **Customize** to add, remove or move tiles



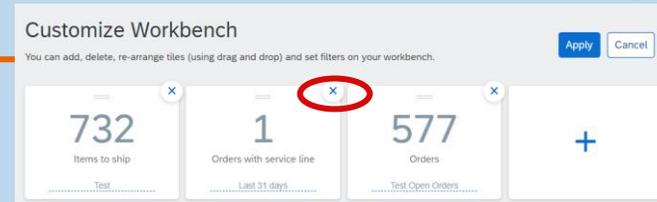
Step 5: To **Add** a Tile click on the tile with a +



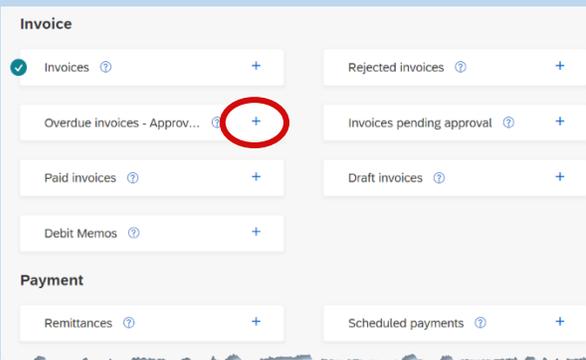
Step 4: To **Move** a Tile hover to change to a hand and move to the desired location



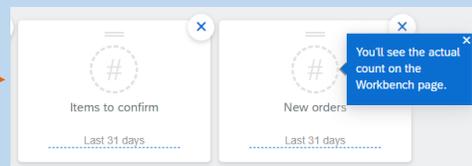
Step 3: To **Remove** a Tile click on the **x** at the top of the tile



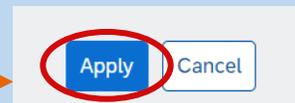
Step 6: Select the + at the end of the tile you wish to add



Step 7: The tile is added, repeat steps 5 to 7 to add further tiles



Step 8: Click on **Apply**, screen returns to Workbench



The order the tiles appear on the workbench is reflected on the Home screen

The default time frame is 31 days

When using your credentials to sign in, you can personalise the tiles. This includes only seeing the tile information for specific Buyers or processes that you work with.

Refer to the Workbench Edit Tiles Training Sheet – [CLICK ME](#)

A Maximum of 25 tiles can be selected and includes multiples of specific tiles

A at the beginning of a tile indicates that the tile is already selected, however, you can continue to add more of the same tile if required

A at the end of the name of the tile indicates that there is more information about what information can be seen using the tile

indicates a new tile was added after an update

Tiles can be added, edited, removed and moved as required

Refer to the General Functionality Guide for more information – [CLICK ME](#)