SAP Business Network – Customize My Widgets on the Home Page
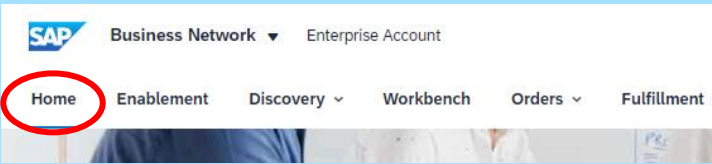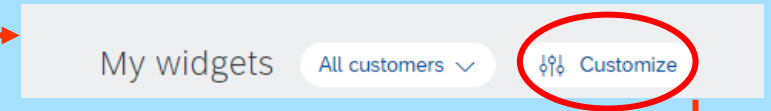
Step 1: Login to display the **Home Page**

Refer to the General Functionality Guide for more information – **CLICK ME**

Step 2: Scroll down to **My Widgets**
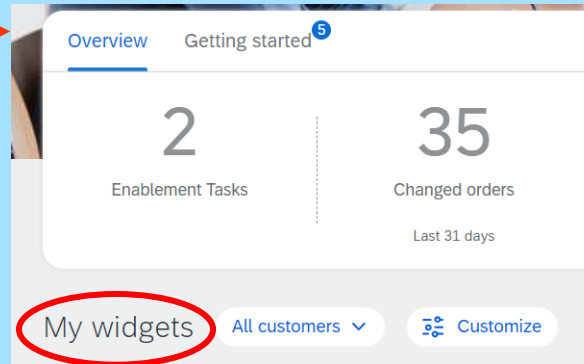
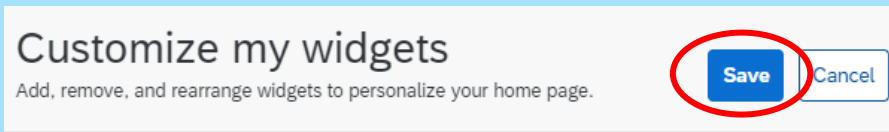**Step 3:** Click on **Customize**

Step 4: To **Remove** a Widget – Click on the red **-** on the widget
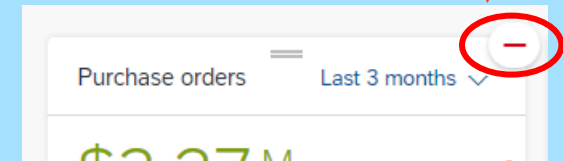
Step 5: To **Move** a Widget – hover over the ☰ at the top of the widget

Step 6: To **Add** a Widget – scroll down to the Available Widgets list (if there are some that were previously removed, click the **+**

Step 7: When you have completed removing, moving or adding widgets, click on **Save**

Customize my widgets
Add, remove, and rearrange widgets to personalize your home page.

Available widgets

Benchmarking: Invoice exception ... **+**   Download app **+**
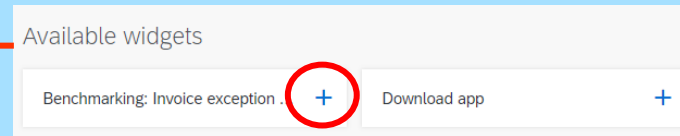
Did you know? Benchmarking Widgets can only be accessed using an Enterprise account with a Bronze-level Subscription

Widgets that do not display information are due to Buyer Transaction Rule settings

Widgets can be added and removed as required

QUICK TIPS The Activity feed widget has a **Settings** option where users can identify what specific information about Purchase Orders and Invoices they wish to view

Widgets that display a blue down arrow indicate that there are other options based on the widget you are using

---

Did you know? Newly added widgets will display a Preview Banner at the bottom on the Widget

The little clock that appears in the corner of some widgets, when clicked displays the date the Widget was updated

Version 1