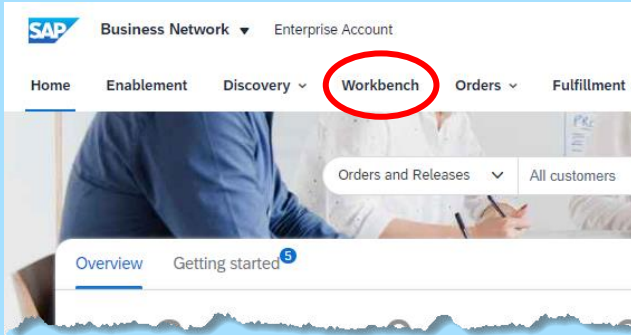


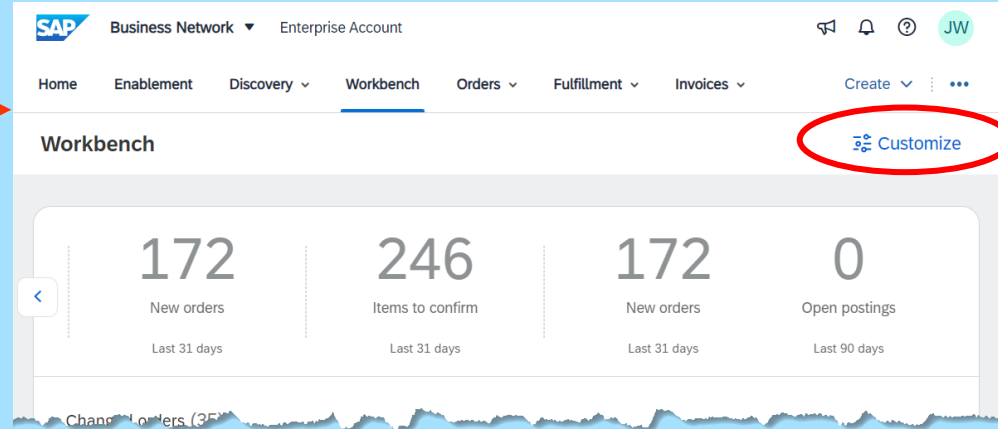
SAP Business Network – Workbench – Adding, Removing and Moving Tiles



Step 1: Login, locate and click the Workbench tab



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




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


The default time frame is 31 days

When using your own credentials you can personalise the tiles to display information specific to your requirements – Refer to Workbench Edit Tiles Training Sheet – [Click Me](#)

Users can add up to a maximum of 25 tiles

Users can add the same tile name more than once

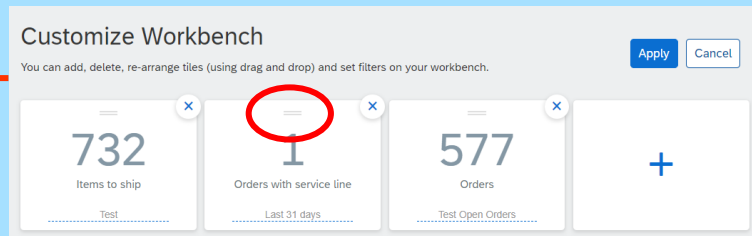
A  at the beginning of the tile indicates that the tile is already on the Workbench but the same can be added more than once

A  at the beginning of the tile indicates that the tile is already on the Workbench but the same can be added more than once

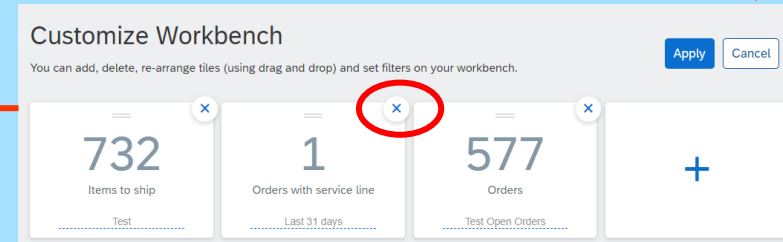
Step 5: To Add a Tile click on +



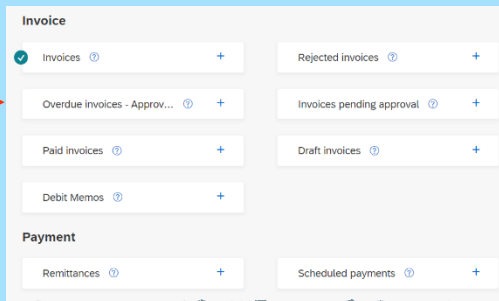
Step 4: To Move a tile hover to change to a hand and move to the desired location



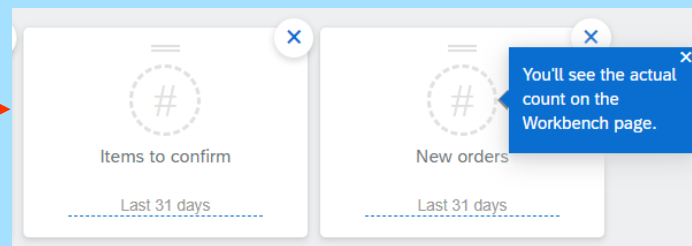
Step 3: To Remove a Tile click on the X on the top right of the tile



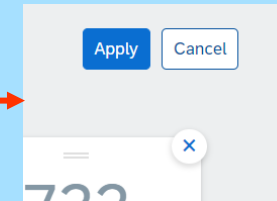
Step 6: Click on the + at the end of the desired tile




Step 7: The tile is added, repeat until all tile have been added



Step 8: Click on Apply



You'll see the actual count on the Workbench page.

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

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