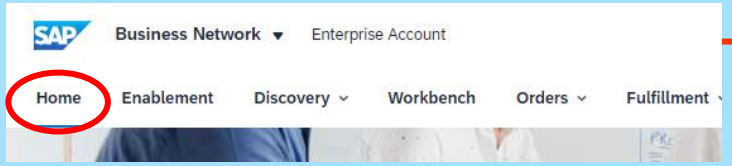
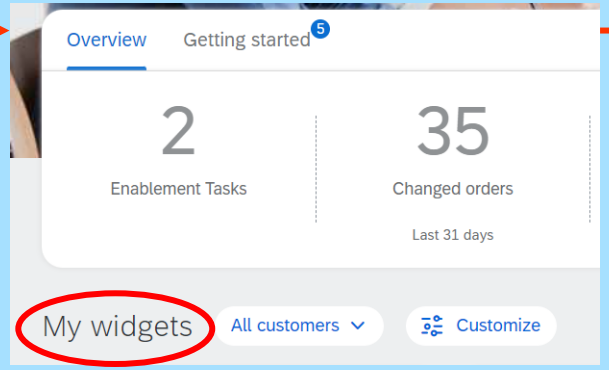
Anonymous 5-question Survey QR code or **Click Me**

SAP Business Network – Customize My Widgets on the Home Page

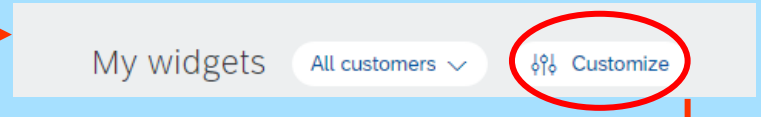
Step 1: Login to display the **Home Page**



Step 2: Scroll down to **My Widgets**

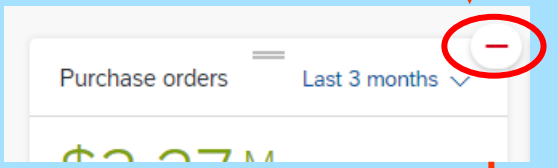


Step 3: Click on **Customize**

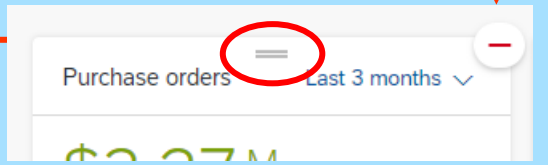


Refer to the General Functionality Guide for more information – **CLICK ME**

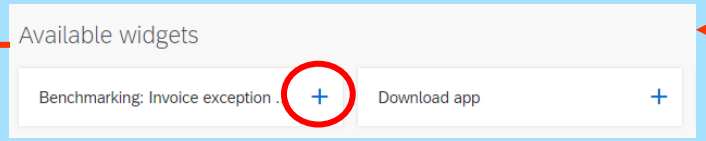
Step 4: To **Remove** a Widget – Click on the red **-** on the widget



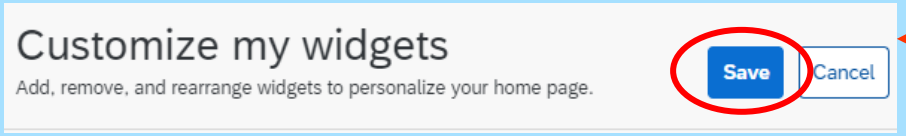
Step 5: To **Move** a Widget – hover over the **=** at the top of the widget



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**



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

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