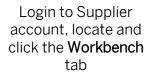


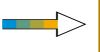
## SAP Business Network – Workbench –Adding, Removing and Moving Tiles



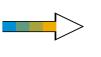




Click on **Customize** near the top-right corner of the workbench to add, remove or move tiles



To **Remove** a Tile click on the x at the top of the tile you wish to delete



To **Move** a Tile hover over the double-line at top of the tile, once the hand icon appears, move to the desired location



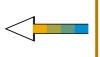
Repeat steps to add more tiles. Once done, click on **Apply** to save changes and return to Workbench



A omeans that type of tile is already available, but you can add multiples of the same tiles name



Select the "+" for which type of tile you want to add.



To Add a Tile click on the tile with a "+" and the options will appear for your new tile



You can add up to 25 Tiles and name them to be more identifiable for users.

Tiles can be added and removed as required and multiples of tile types can be added, for example, 3 New invoice tiles with one for each customer you have a trading relationship with.



Tiles automatically come with 31 Days as the Default time frame – any tiles showing the 31 day time frame may indicate that they have not been customized from default settings.



Tiles can be customized to user requirements including time frame, customers, specific order types or location codes. The ② on a tile provides a short description of what information it represents.

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