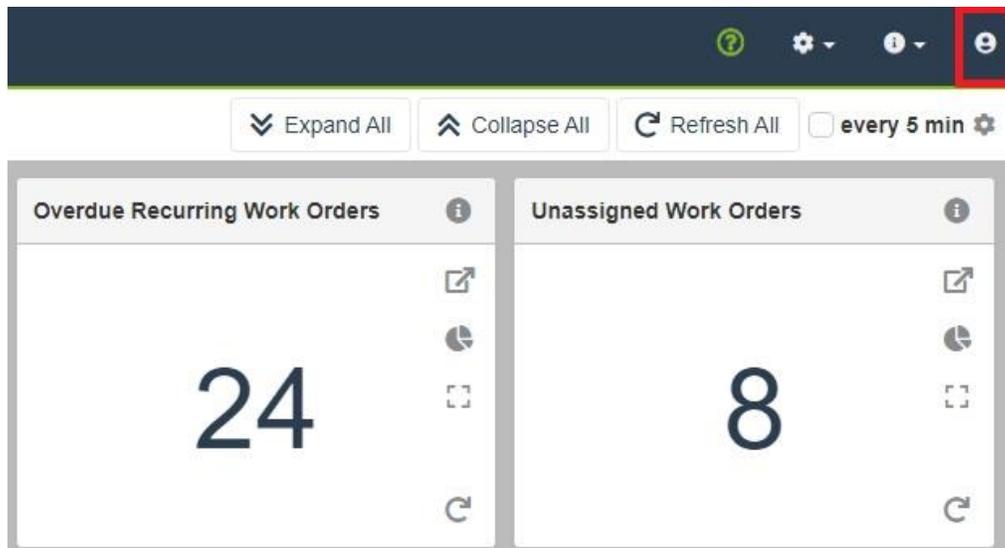# How to update the tiles on your Homepage

The LLumin Homepage is a customizable dashboard that displays useful information through various Homepage Tiles. You can add, remove, and sort these tiles to suit your needs. However, homepage elements that are determined by your role cannot be removed.

Add a tile to your Homepage

To add a new tile to your home screen, perform the following steps:
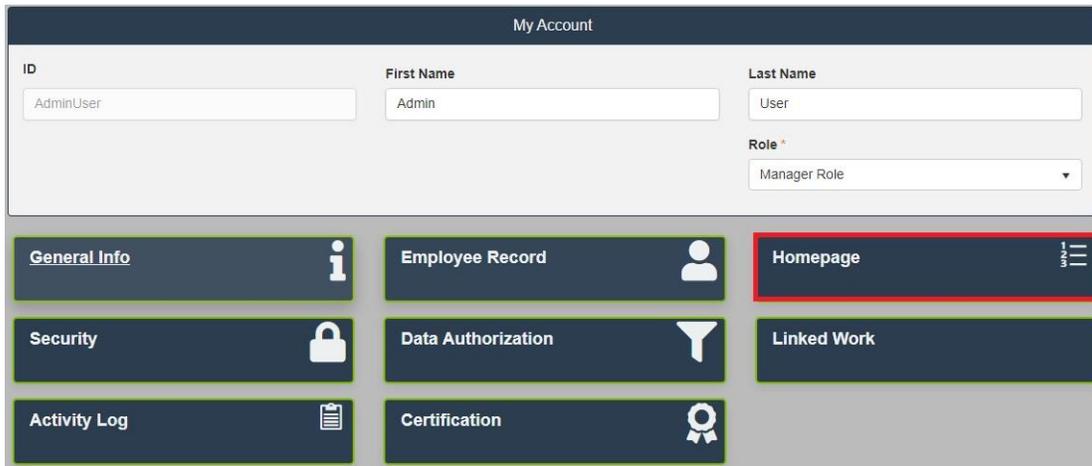
1. Navigate to the **User** icon on the menu bar.

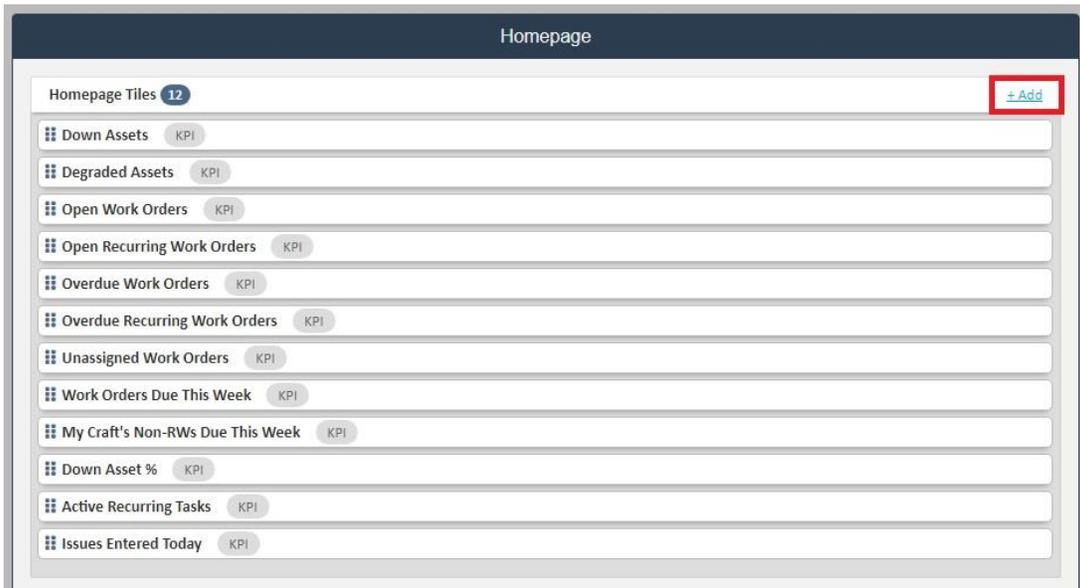

2. Select **My Account** from the drop-down menu.

Expand All | Collapse All | Refresh

My Account
Change Password
Logout

Overdue Recurring Work Orders

24

Unassigned Work Ord

8

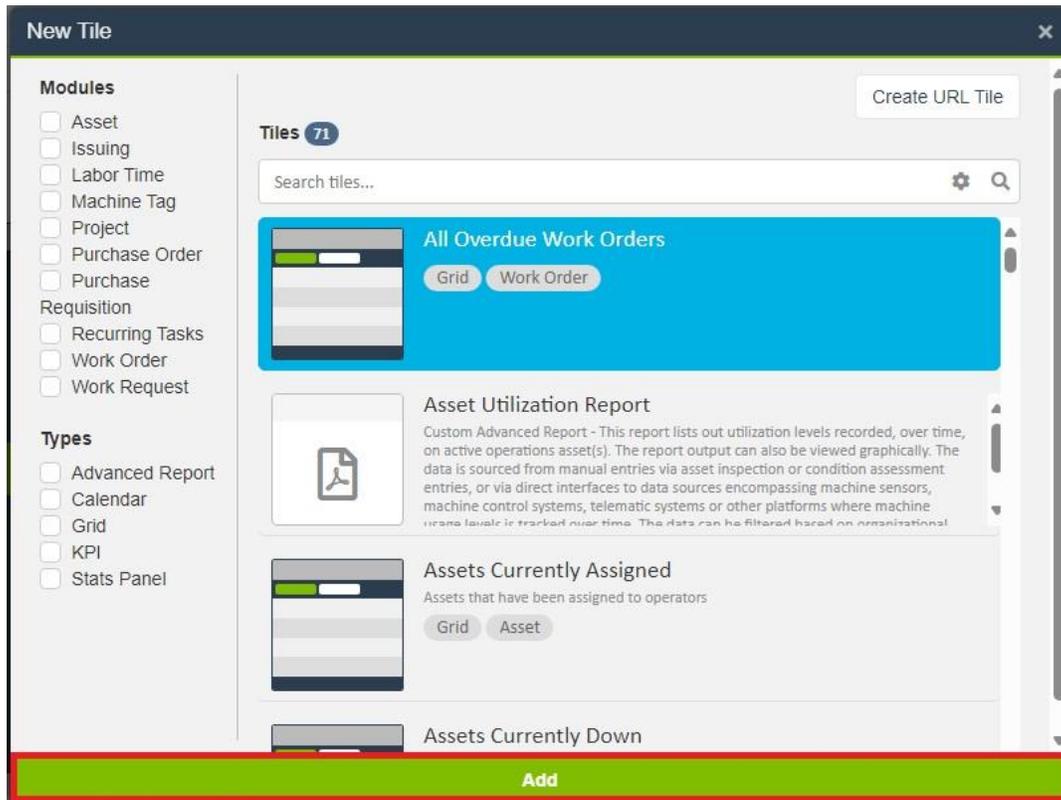3. On the My Account screen, click the **Homepage** button.

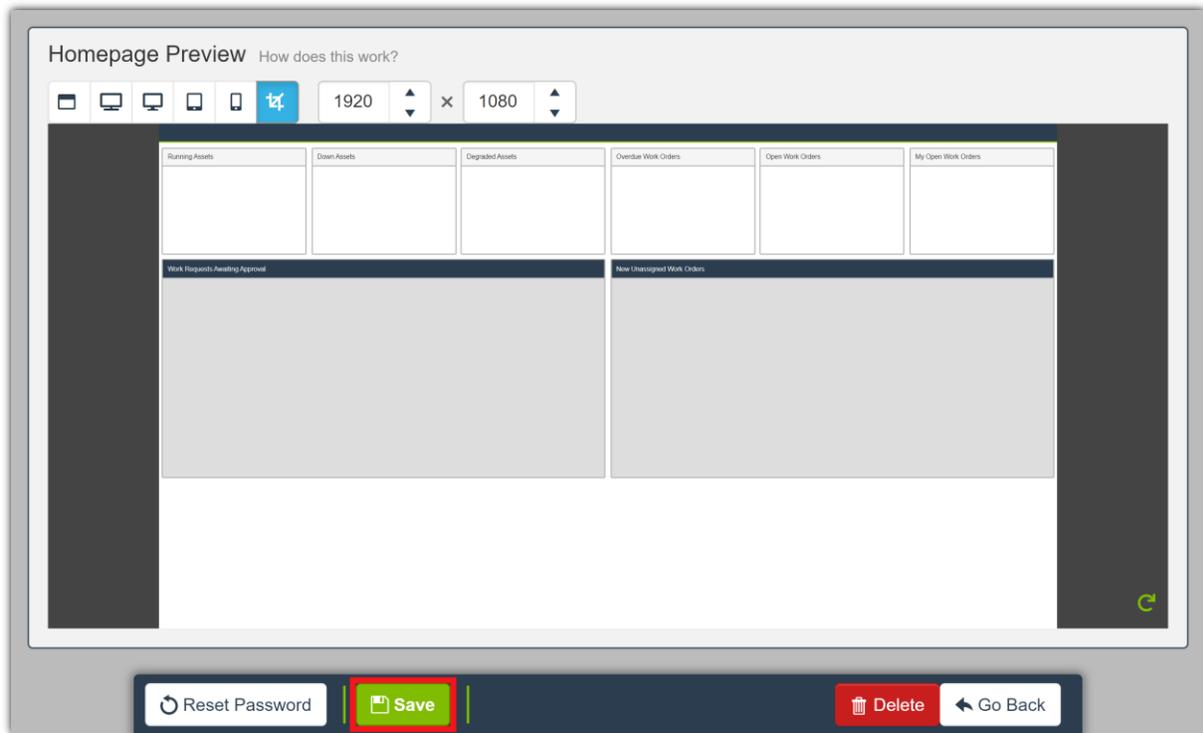4. On the Homepage screen, click the **+ Add** button to open the **New Tile** screen.

5. Select a tile to add from the available options. You can filter tiles by Modules and Types (e.g. KPI, Grid, etc.) on the left-hand side.

   NOTE: Your access to modules and tiles depends on your security permissions.

6. Click the **Add** button at the bottom of the page to add the tile to your list.
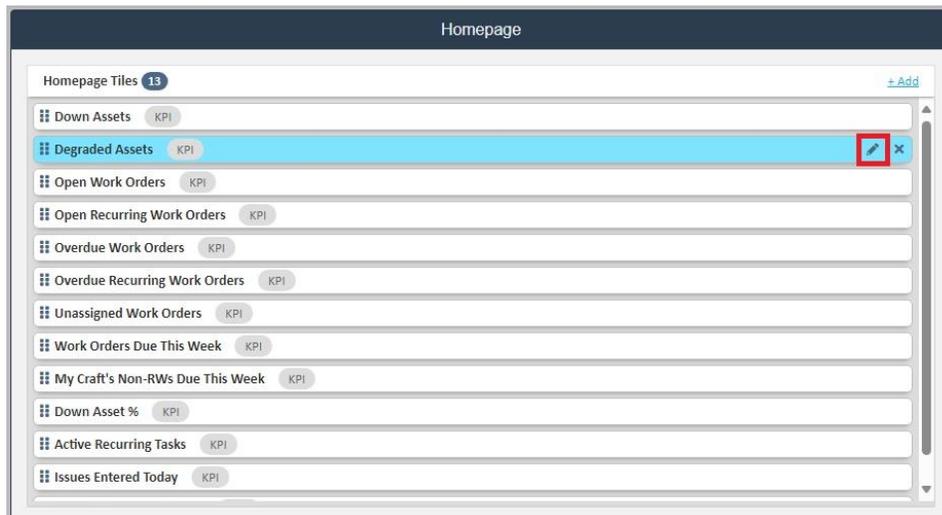
7. Scroll down to the Homepage Preview to see how your tiles will appear on different devices and screen resolutions.

8. Once satisfied with your layout, click **Save** at the bottom of the page.

Edit your tiles

9. Organize your tiles by using the **Grab Bar** on the left-hand side of a listed tile. Drag and drop the tile to change its position.

10. To edit a tile's Display Rules, hover over a listed tile and click the **Edit Display Rule** button on the right-hand side.

11. Set conditions to change the tile color to orange (Warning) or red (Danger) based on the value.

12. Click **Save** at the bottom after setting your preferred display rules.

13. After editing your tiles, click **Save** again at the bottom of the page.

Remove a tile from your Homepage

14. To remove a tile, hover over a listed tile and click the **Remove Tile** button on the right-hand side to remove it.

   NOTE: Tiles with a padlock are inherited from your role and cannot be removed.

15. After deleting a tile, click **Save** at the bottom of the page.