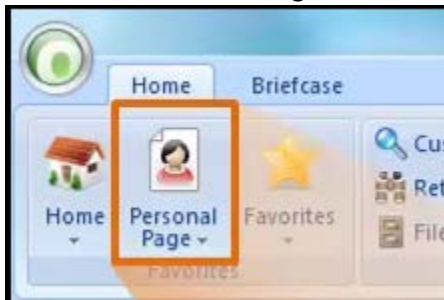


Personal Page in Unity 12

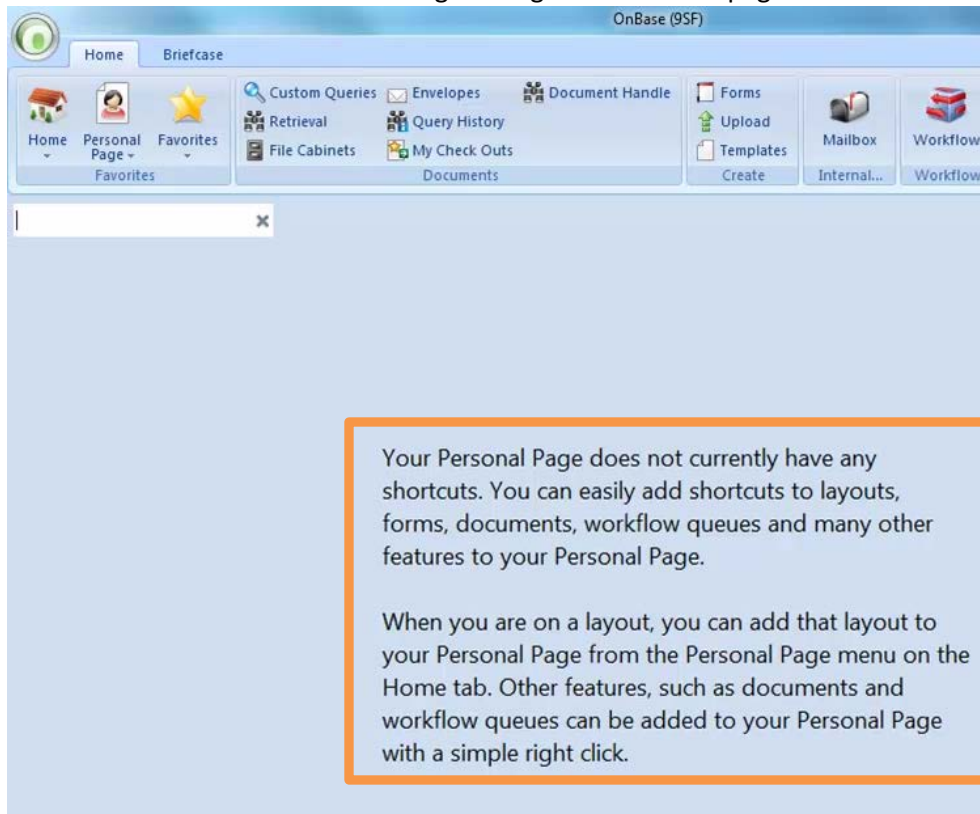
The Personal Page is a user built, task-centric home page for commonly performed user tasks and activities. User can add and arrange **tiles** within the Unity Client. They can also set this Personal Page to be their Home Page.

Adding Tiles to your Personal Page

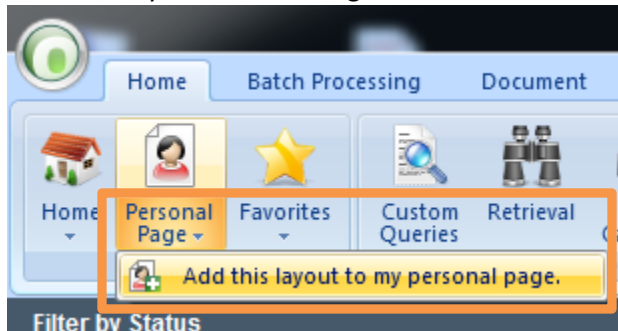
- Log into the OnBase Unity client
- Click on the **Personal** Page icon located on the Home tab, as shown below.



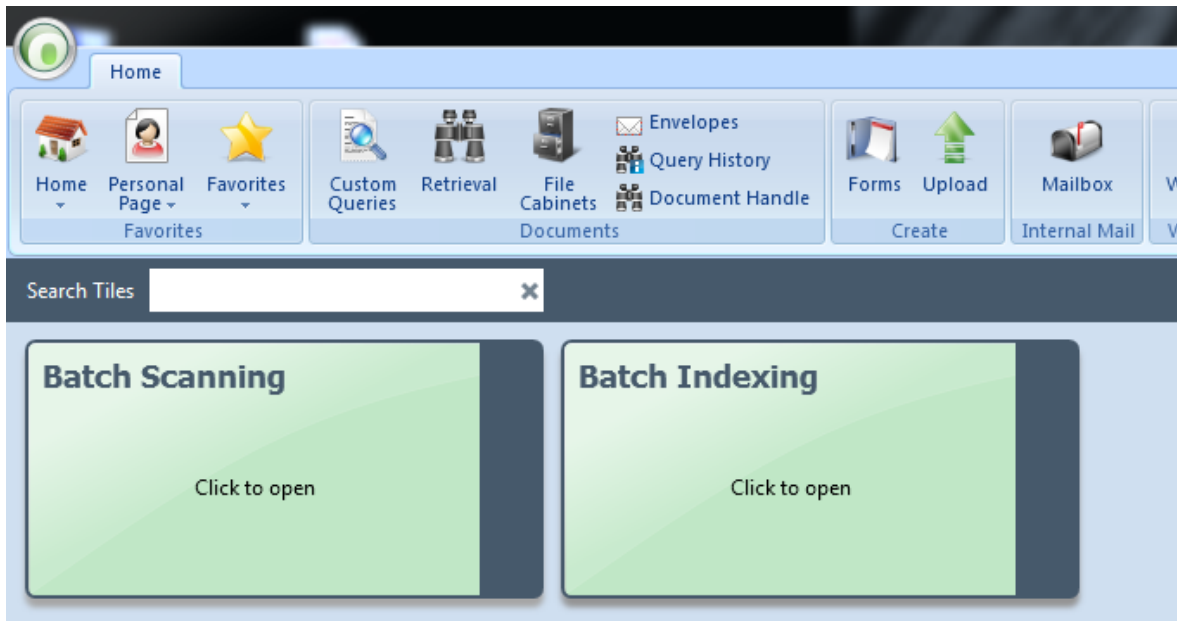
- First time users will see the following message since no new pages have been added.



- Click on **Personal Page** arrow button on any screen and select **Add this layout to my personal page** to create a new **tile** on your Personal Page.



- In this example I have added Batch Scanning and Batch Indexing to my **Personal Page**.



- These tiles can be moved and arranged as well as deleted. Left click and drag moves your tiles. Right clicking on a **tile** allows you to delete it.

Setting the Personal Page as your Home Page

- Click the **Personal Page** icon from the **Home** tab.
- While your **Personal Page** is displayed, click on **Home** dropdown arrow and select **Make this layout my Home Page**.

