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.

Your Personal Page does not currently have any shortcuts. You can easily add shortcuts to layouts, forms, documents, workflow queues and many other features to your Personal Page.

When you are on a layout, you can add that layout to your Personal Page from the Personal Page menu on the Home tab. Other features, such as documents and workflow queues can be added to your Personal Page with a simple right click.
• 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.

![Personal Page](image)

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

![Personal Page with Batch Scanning and Batch Indexing](image)

• 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**.

![Setting Personal Page as Home Page](image)