



e-Builder Home Module

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My Home

My Home is a customizable central location where you can quickly view, prioritize and navigate to the top items that you need to handle each day. My Home includes the following features:

- Customizable interface for individual users to highlight the information that is most important to each user.
- Customizable widgets that you can select and enable or disable from your personal My Home page. You can also reposition these widgets as needed.
- Personalized sorting, filtering and column selection in grids.
- All other information is simplified to reduce visual clutter and conform to corporate graphical standards.

Customize the My Home Page

To customize the display of widgets on My Home, click the **Edit My Home** button. A list of available widgets will be displayed on the right panel. You can click the Edit My Home button or the close button to exit Edit mode.

Note: All widgets are enabled by default for all users based on their account settings and their individual user permissions.

Tip: To view all pages of items, click the **Next** or **Previous** buttons or any page number. To sort a column, click on its header.

To enable a widget

1. Go to the **My Home** page.
2. Click the **Edit My Home** button. The right panel is displayed with a list of widgets available on the main panel and the left side panel.
3. To enable the display for a widget, click the toggle beside it.
4. To close edit mode, click the **Edit My Home** button again or click the close button **X** on the right panel.

To disable a widget

1. Go to the **My Home** page.
2. Click the **Edit My Home** button. The right panel is displayed with a list of widgets available on the main panel and the left side panel.
3. To disable the display for a widget, click the toggle beside it.
4. To close edit mode, click the **Edit My Home** button again or click the close button **X** on the right panel.

To change the position of a widget

1. Go to the **My Home** page.
2. To reposition a widget, click the **Edit My Home** button.
3. Drag and drop the widget from current position on screen to the desired position.
4. To close edit mode, click the **Edit My Home** button again or click the close button **X** on the right panel.

Sections of the My Home page

My Home is divided into the following panels or sections:

Note: In order to view the My Home page items that have been assigned to an Administrator, the Administrator must also be a member of that project. (This does not affect functionality or access to the instances for Admins in other modules like Processes or Forms.)

Left Panel

This area on the left side of the Home page includes the following cards or widgets:

- **Logo:** Displays the logo image for your company. The name of the account that you are currently accessing will be displayed as a tooltip when you hover over the logo. Note that this card cannot be edited, repositioned or disabled from the Edit My Home panel.
- **Announcements:** Displays information on how you can contact e-Builder Support. This card can be relocated within the left panel but cannot be edited or disabled from the Edit My Home panel.
- **Events:** This widget displays the top 5 upcoming calendar events across all of your projects. Click **View more** to view the main Calendar page. Click the name of an event to view the Event Details page for it.
- **Quick Add:** This widget displays the 5 most recent object types you have used and allows you to easily add any form or process instance. Click **View more** to view the Quick Start window.
- **Recent Pages:** This widget displays the top 5 pages you visited recently.

Main Panel

The center area of the Home page includes the following widgets that can be enabled/ disabled and repositioned:

- **My Processes:** This table includes process instances that require you to take an action or comment on.
- **My Forms:** This table includes forms that require you to take an action or comment on.
- **My Time Sheets:** This table includes the employee time sheets within the Time Tracking module that are currently in your court.
- **My Items Pending Approval:** This table includes cost items that are awaiting your approval. This grid can now be sorted by clicking the Controlling Process column header.
- **My Schedule Tasks:** This table includes all tasks that require your attention. If you receive notifications when tasks reach a certain level of completion, these tasks will display in your court as well. Note that if your account uses Resource Management, this widget will be blank by default.
- **My Submittals:** This table includes Submittal items that are currently in your court. This widget has a pre-set grid filter for Action Required and Forwarded states.
- **My Quarantined Spam:** This table includes the items that have been identified as spam and quarantined. Click the title of each item to either accept or reject items as spam.

Right Panel

Click the **Edit My Home** button to access the Edit My Home panel with all the widgets available on the My Home page.