

Personalise the Today page

Choose which shortcuts to see at the top of the home page and which actions to keep in the quick bar.

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Before you begin

- ✓ Sign in and follow at least one community.

1

STEP 1 OF 4 · 30 S

Open Customize

On the app’s home page, next to the shortcuts heading (**Your shortcuts** or **Get started**), select **Customize**.

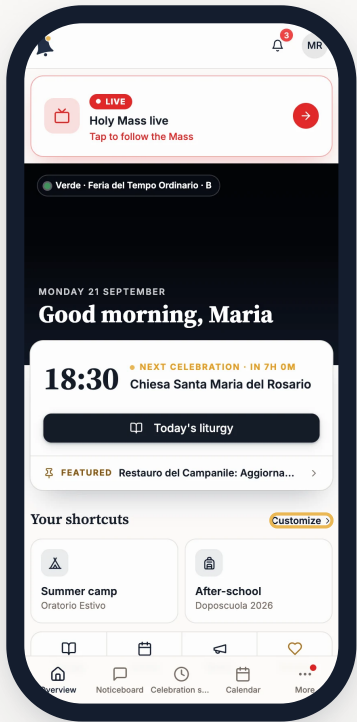


Fig. 1 Customize opens the choices for the top of the page.

2

STEP 2 OF 4 · 30 S

Choose how the page fills up

Customize Today opens. With **Add when needed** on, deadlines, forms and summer camp show up on their own and disappear once you are done.

Under **On top** you see the chosen shortcuts (up to 4): use the **X** to remove one and press and hold, then drag to reorder.

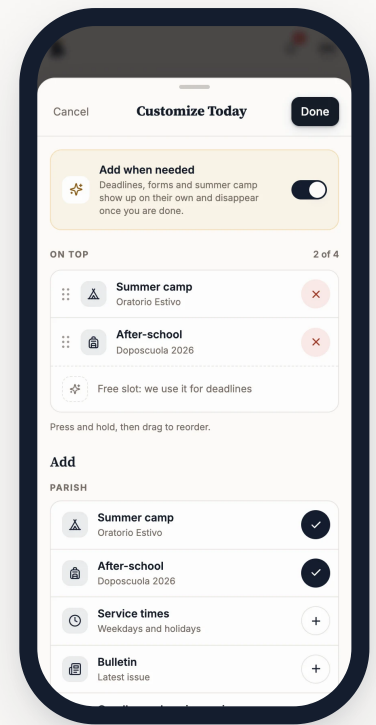


Fig. 2 Add when needed uses free slots for deadlines.

3

STEP 3 OF 4 · 30 S

Add a shortcut

Under **Add** select **+** next to an item, for example **Service times**: it moves to **On top**. **Automatic** items can't be pinned: they appear only when needed.

In **Quick bar** choose the actions to keep at hand: up to 4 on a phone and 6 on a computer. **Reset to suggested** goes back to the initial choice.

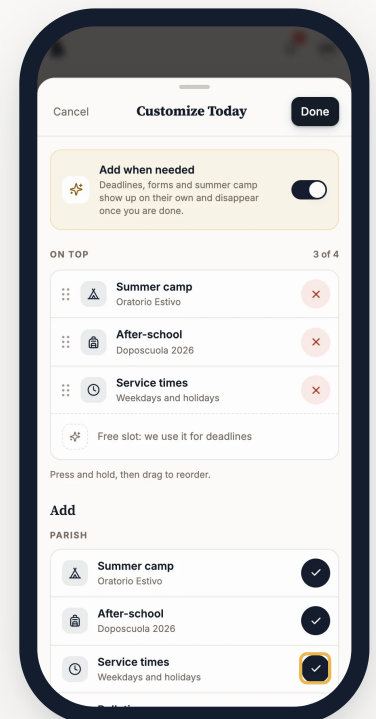


Fig. 3 The tick shows the shortcut is on top.

4

STEP 4 OF 4 · 30 S

Save

Select **Done** (on a computer **Save**): the shortcut appears in **Your shortcuts**. The choice applies on all your devices. **Cancel** closes without saving.

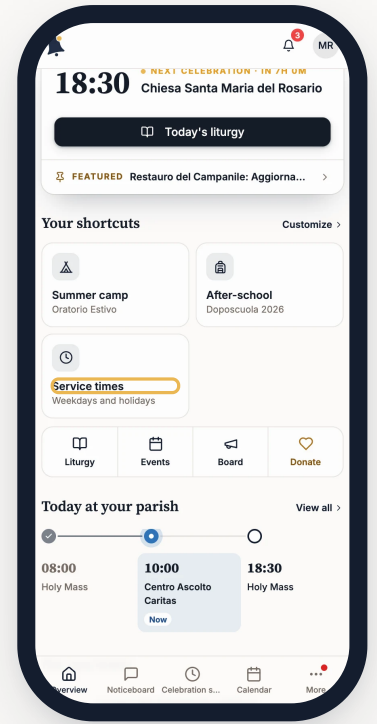


Fig. 4 The chosen shortcuts stay at the top of the page.

What you have achieved

- ✓ The home page shows the shortcuts you use most at the top.

Troubleshooting

An item's + is disabled



You already have 4 shortcuts on top: remove one with the X to add another.

I can't add an action to the quick bar



You've reached the maximum: remove one to pick another.

I see "No results."



On a computer the search found no items: try another word.