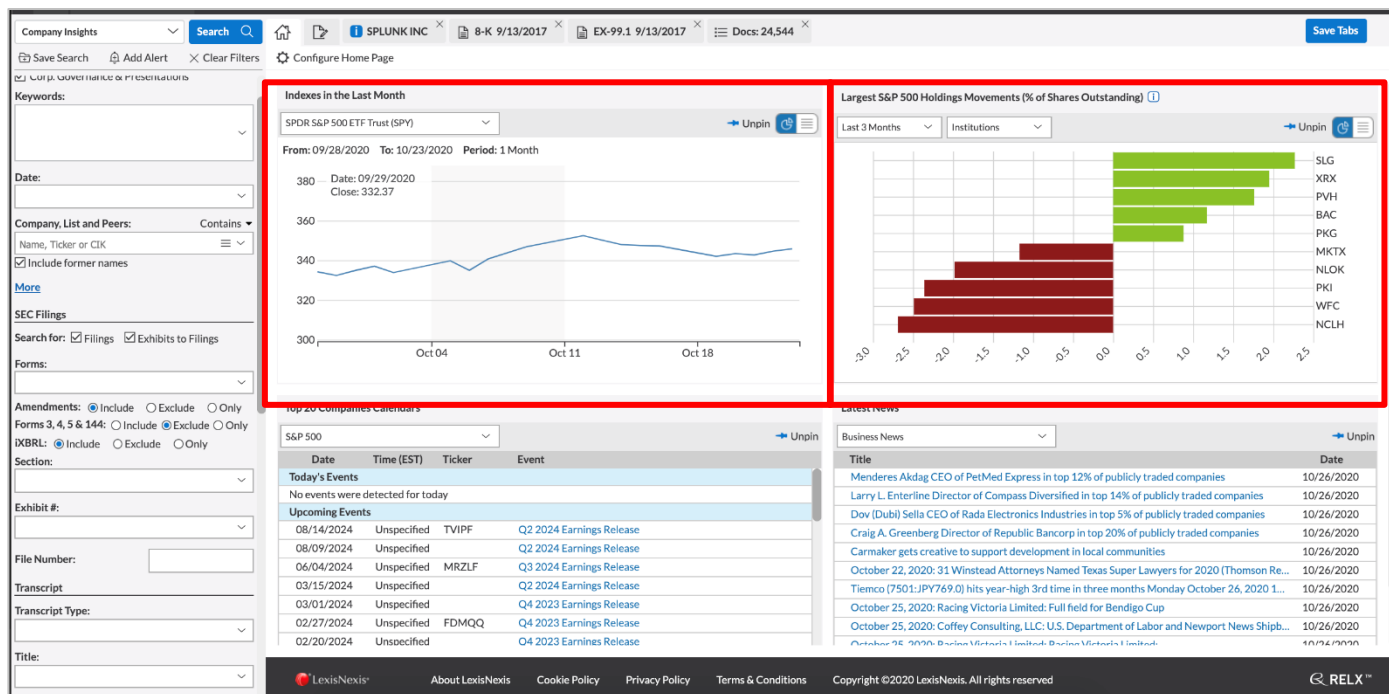


Customizing your Company Insights homescreen

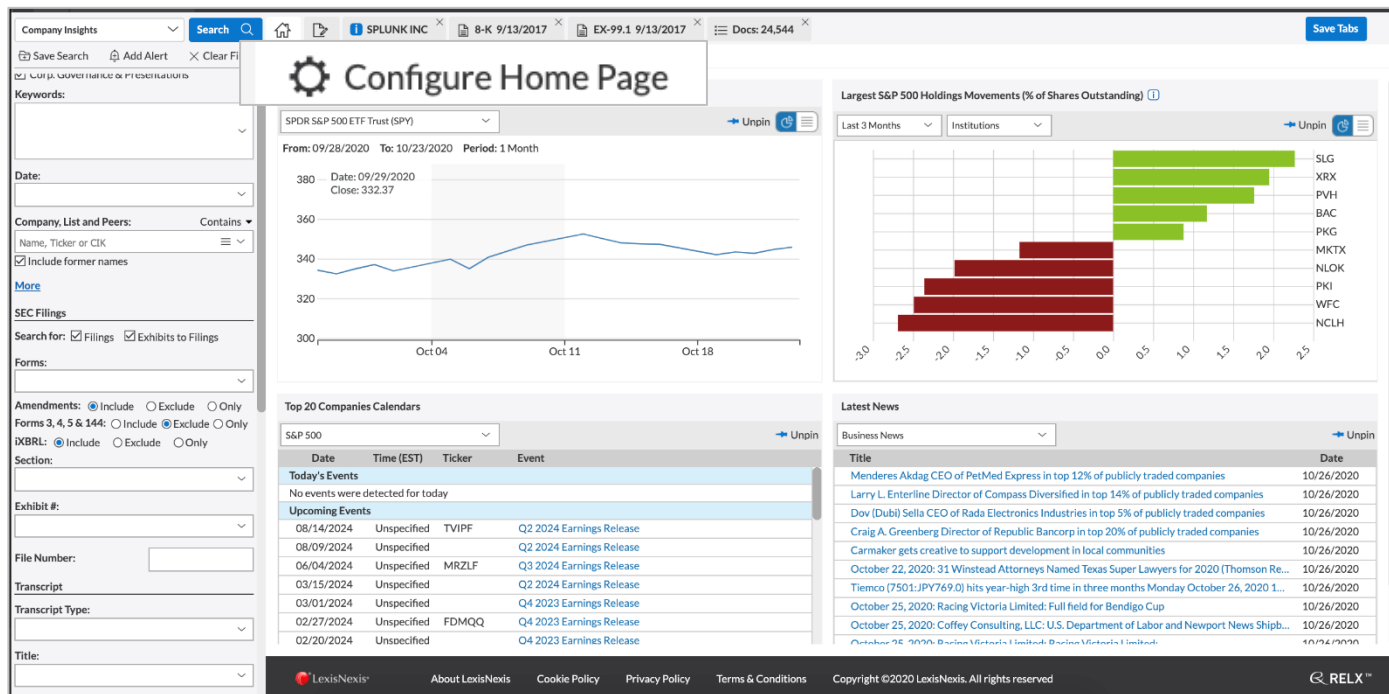
You are able to customize Company Insights by choosing up to 10 miniboxes to display on your home page. As you will see below, it is easy to customize the home page to display key information that is important to you.



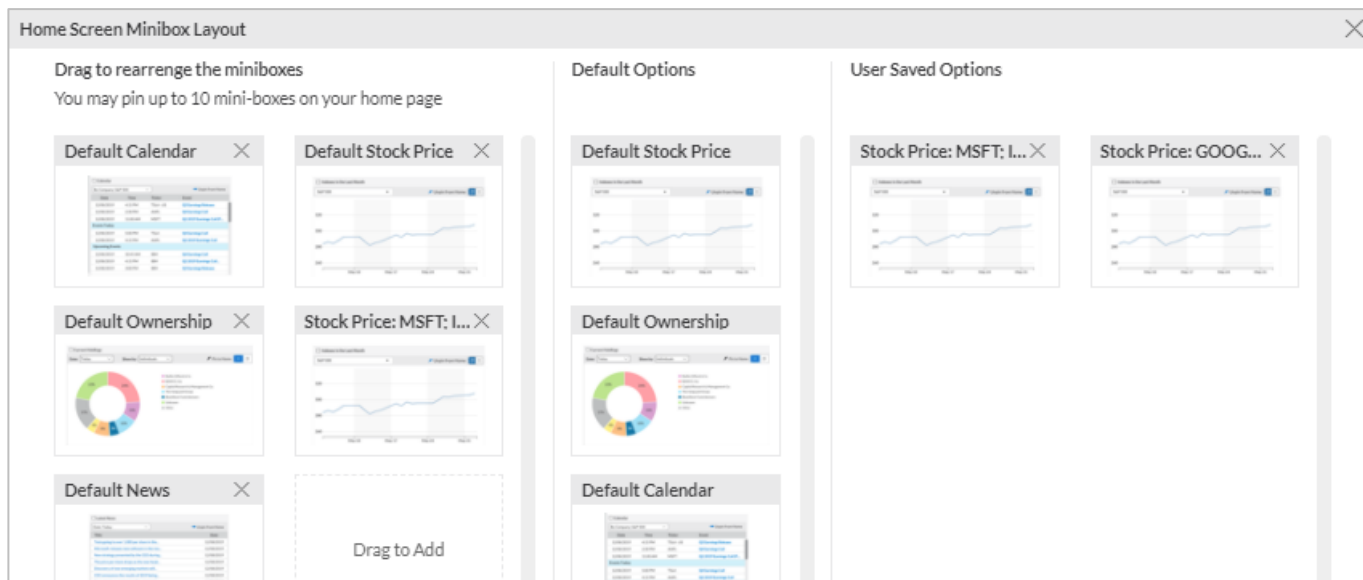
Above: Two miniboxes have been outlined in red on the Company Insights home page.

For assistance using or training on how to use Company Insights, contact our Knowledge Management Team at 1-888-925-8627 or KM@intelligize.com.

How do I customize my Company Insights home page?




Use the Configure Home Page button to customize your Company Insights home page. When you press the Configure Home Page button, the Homescreen minibox layout pop-up appears.



On this pop-up, the left columns show what will be displayed on your Company Insights home page. The center column contains the four default miniboxes and the right most columns are your saved options (see next page). To change your home page, simply drag the minibox you want displayed to the left columns. You can reorder the display by dragging the miniboxes around.

How do I add items to the User Saved Options section?

Items under User Saved Options include the items that you have “Pinned to Home.” Throughout Company Insights, you will see  **Pin to Home**. Pressing this button will save that item as a minibox to the User Saved Options columns. As mentioned above, simply drag the minibox to the left columns so it will display on your home page.

