

Setting a New Home Page

In ShopBlue, the shopping page will be the default home page. However, users can change their home page based on their uses and needs.

1. Navigate to the page you wish to make your home page.
2. Once on the desired page, in the top toolbar, select the dropdown arrow to access your user profile (Figure 1).



Figure 1

3. From the fly out menu, select "Set My Home Page" (Figure 2).

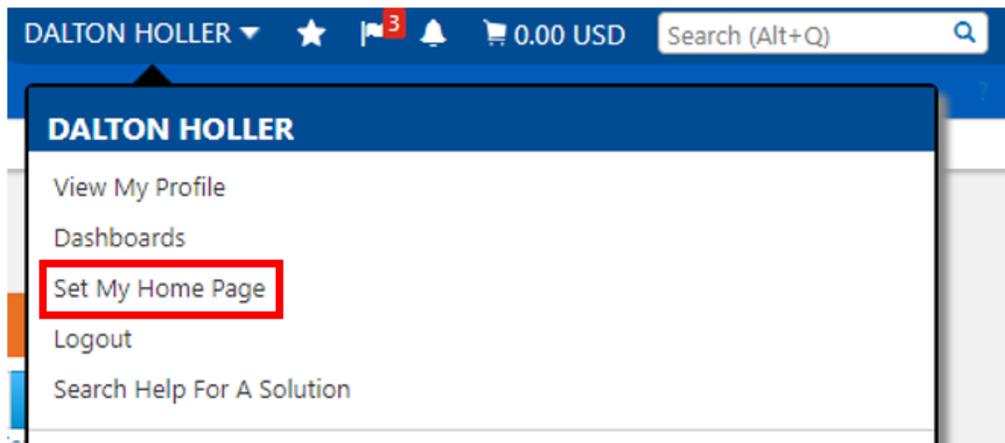


Figure 2

4. Make sure the Current Page selection is chosen and select "Save Changes" (Figure 3). *Note: for this example, the "My Approvals" page has been made the new home page.*

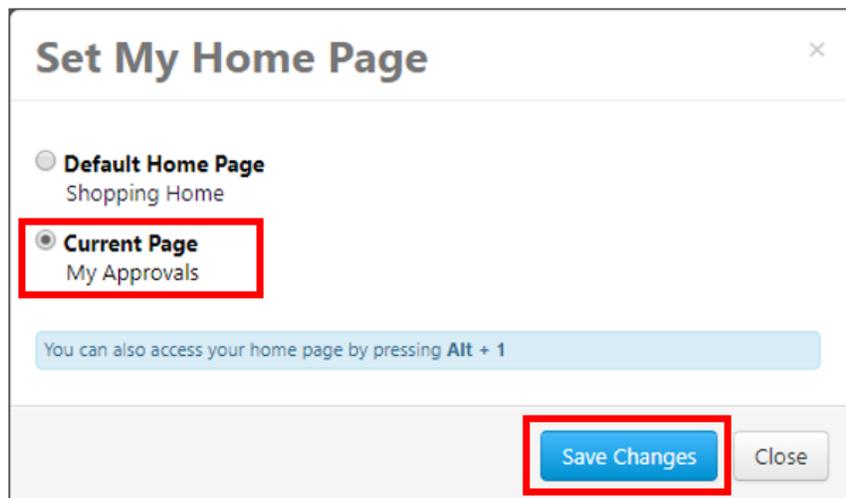


Figure 3