



Customizing Your WyoCloud Dashboard Homepage

This guide will cover:

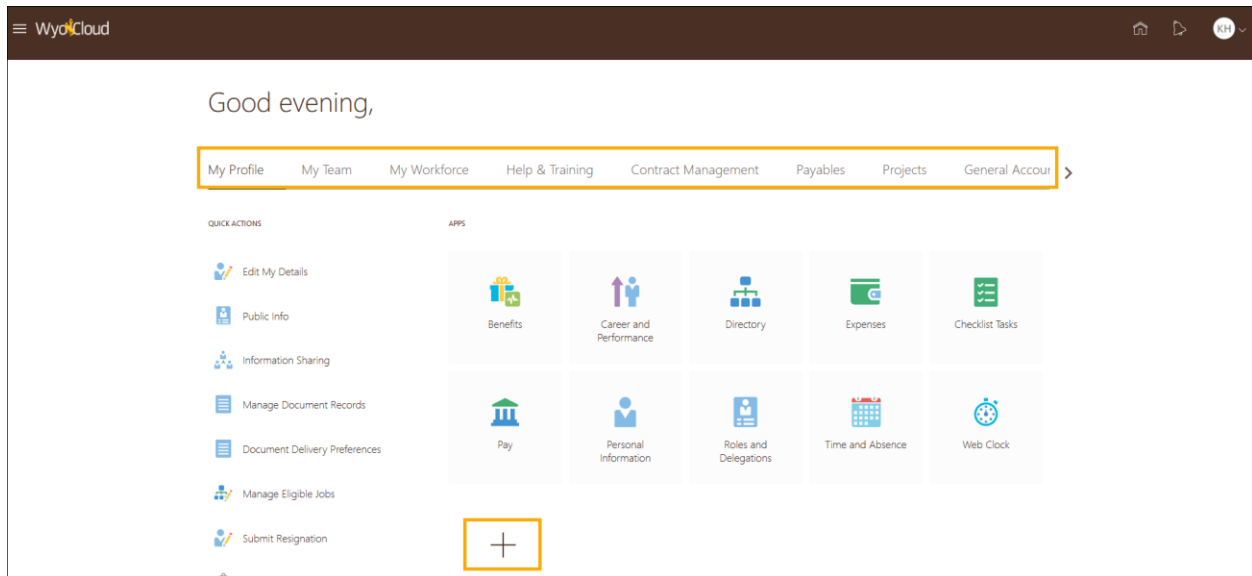
- How to customize the options displayed on your WyoCloud homepage.

It is recommended to utilize the Navigator (three horizontal lines in upper left corner) as your primary tool for navigating between modules and functions within WyoCloud. However you may follow these steps to ensure easy access to frequently used features from the dashboard.

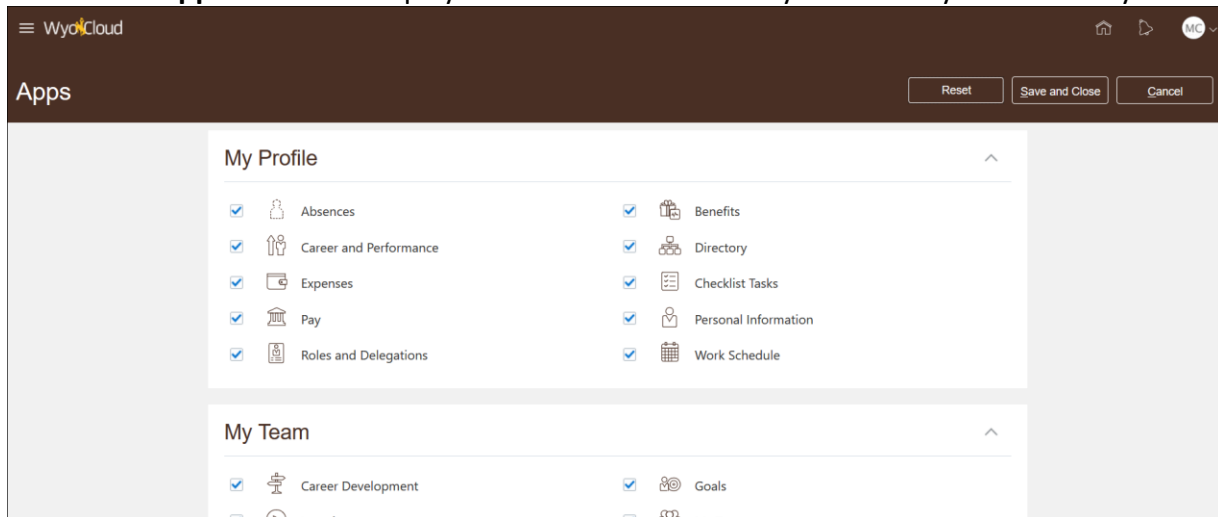
Step One

To log into WyoCloud from WyoWeb and access the Apps menu.

- From the WyoCloud homepage, select the **plus sign** located at the end of each category tab.



- The **Apps** menu will display. This shows all features you currently have security access.





Step Two

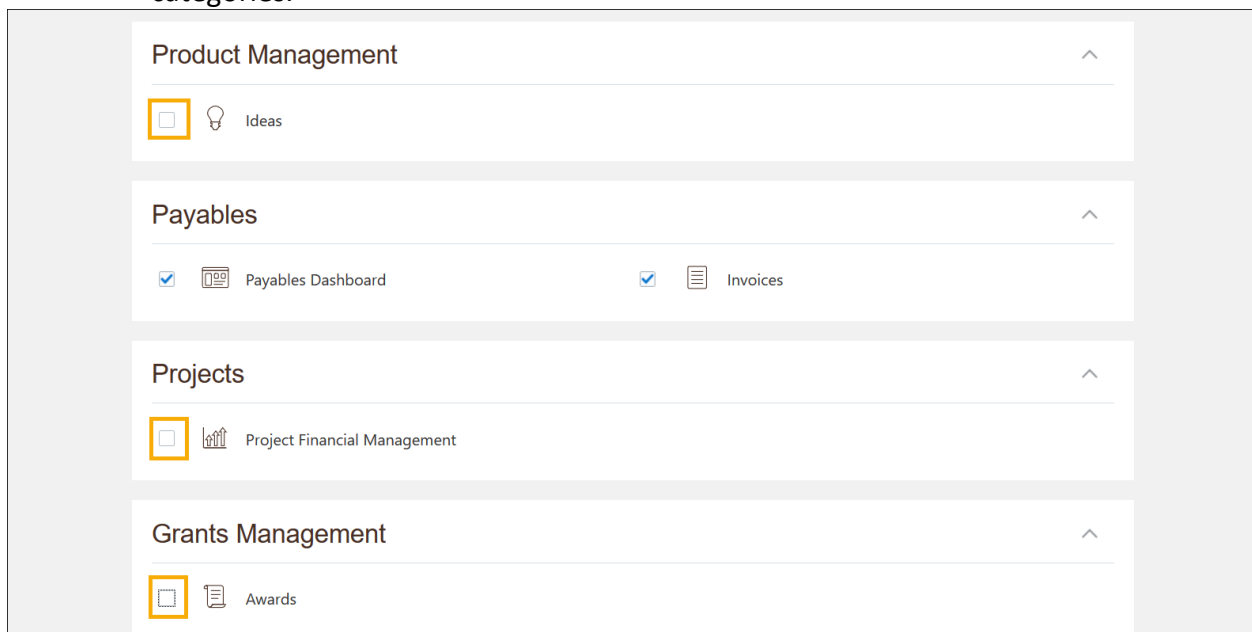
Adjust features displayed on WyoCloud home page:

- From the **Apps** menu, you may check or uncheck boxes to display the features you most frequently access in WyoCloud.
- If you completely remove all check boxes within a category, that category will no longer appear in the category tab ribbon on the homepage. This shifts all remaining categories over allowing more categories to show on the initial screen.



Removing features on the Apps menu only removes them from the homepage, the features remain available and accessible from the navigator.

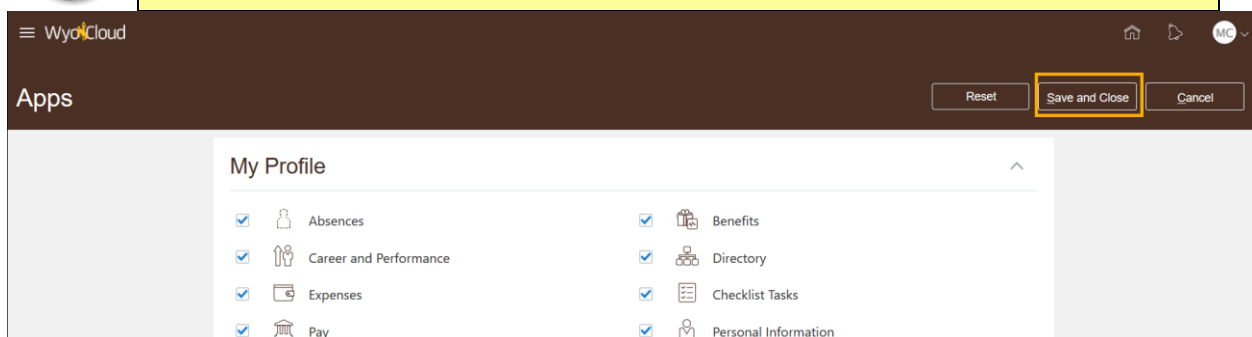
- In this example, the user infrequently uses items under Product Management, Projects and Grants. Thus they have chosen to uncheck features within these categories.



- When finished customizing, return to the top of the page and click **Save and Close**.



Settings can be returned to the default for your security access by clicking **Reset** at the top of the page.





- The unselected features no longer display on the homepage. Entire categories which were unselected no longer appear across the category tab ribbon.

A screenshot of the WyoCloud homepage. At the top, a horizontal ribbon contains navigation tabs: "My Profile", "My Team", "My Workforce", "Help & Training", "Contract Management", "Payables", and "General". The "My Profile" tab is selected and highlighted with a yellow border. Below the ribbon, the page is divided into two sections: "QUICK ACTIONS" on the left and "APPS" on the right. The "QUICK ACTIONS" section lists three items: "Existing Time Cards", "Current Time Card", and "Edit My Details", each with a corresponding icon. The "APPS" section displays four large, light grey rectangular buttons with icons and labels: "Absences" (person icon), "Benefits" (gift icon), "Career and Performance" (person with arrow icon), and "Directory" (organizational chart icon).