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My Home

My User



How to add apps & groups
in your launchpad



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This flow shows you how to add more × apps to your home screen. Click on '**Next**' to get started.

Duration ca. 2 mins.

Next

How to add apps & groups in your launchpad (Step 1 of 10)

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Click on this icon.



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How to add apps & groups in your launchpad (Step 2 of 10)

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Click on 'App Finder'.

How to add apps & groups in your launchpad (Step 3 of 10)

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Depending on your rights you will have access to different apps. Click on 'All' to see all the apps available to you. 

How to add apps & groups in your launchpad (Step 4 of 10)

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You can click on the pin-sign to add this app to your home screen.

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How to add apps & groups in your launchpad (Step 5 of 10)

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Add to Groups

New Group >

☐ My Home

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Close

You can choose to which group the app should be added to.

Note: Please select or deselect ONE checkbox to continue.

Next

How to add apps & groups in your launchpad (Step 6 of 10)

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Supplier Evaluation

 Supplier Evaluation

 Supplier Evaluation

 Supplier Evaluation

You can also create a new group by clicking here. ✕

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How to add apps & groups in your launchpad (Step 7 of 10)

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New Group >

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< Add to New Group

OK Cancel

Enter a group name (e.g. 'My apps') and click on 'OK'.
If you don't want to save your changes, you can also click on 'Cancel'.

How to add apps & groups in your launchpad (Step 8 of 10)



Search in catalog



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Click here to get back to your launchpad.



How to add apps & groups in your launchpad (Step 9 of 10)



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You will find the name of your new group and all apps you've selected here.



Next

How to add apps & groups in your launchpad (Step 10 of 10)

My Home

My User



rest

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That's it!

You may also be interested in this flow:

How to remove apps & groups from your launchpad