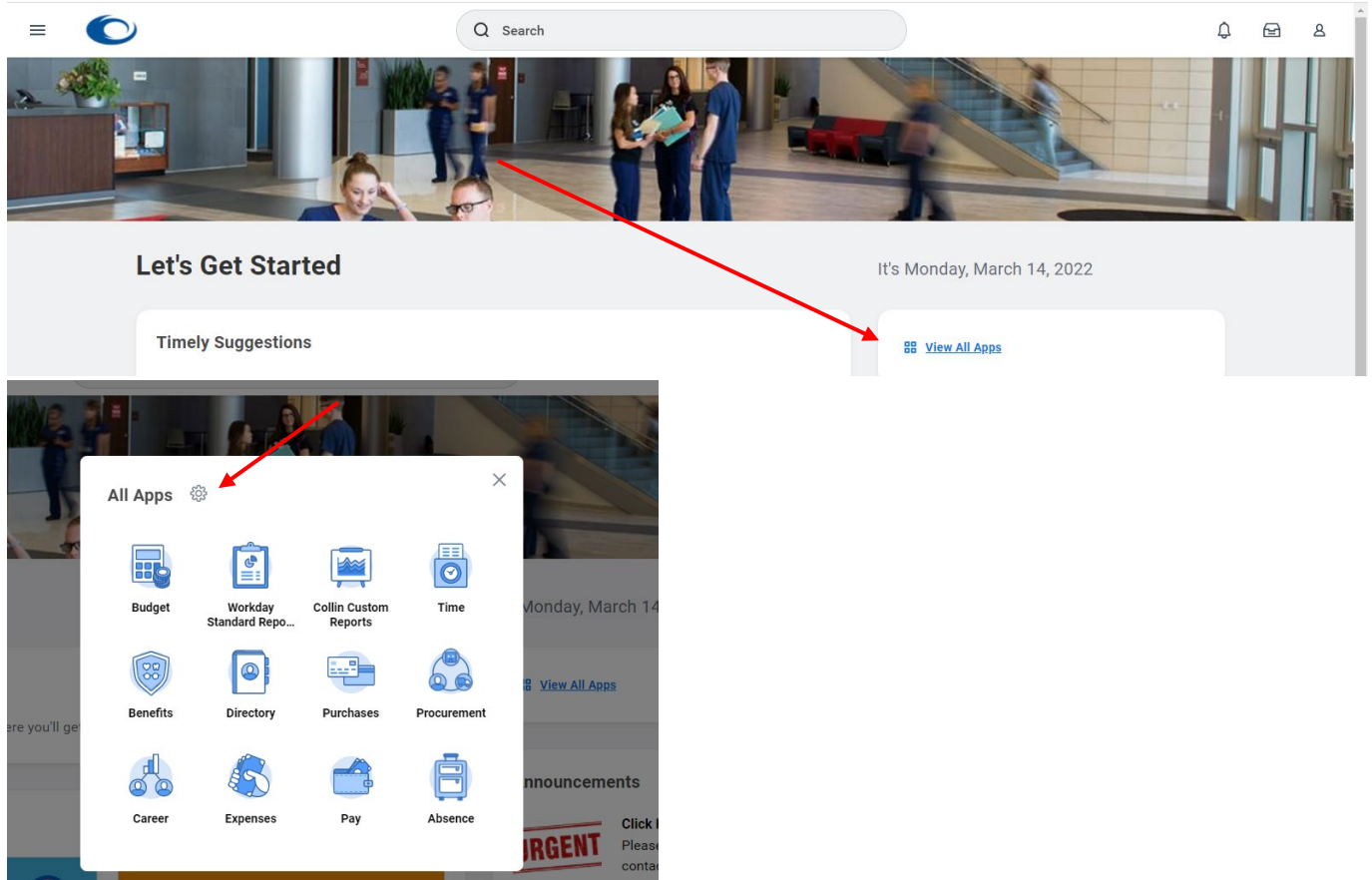


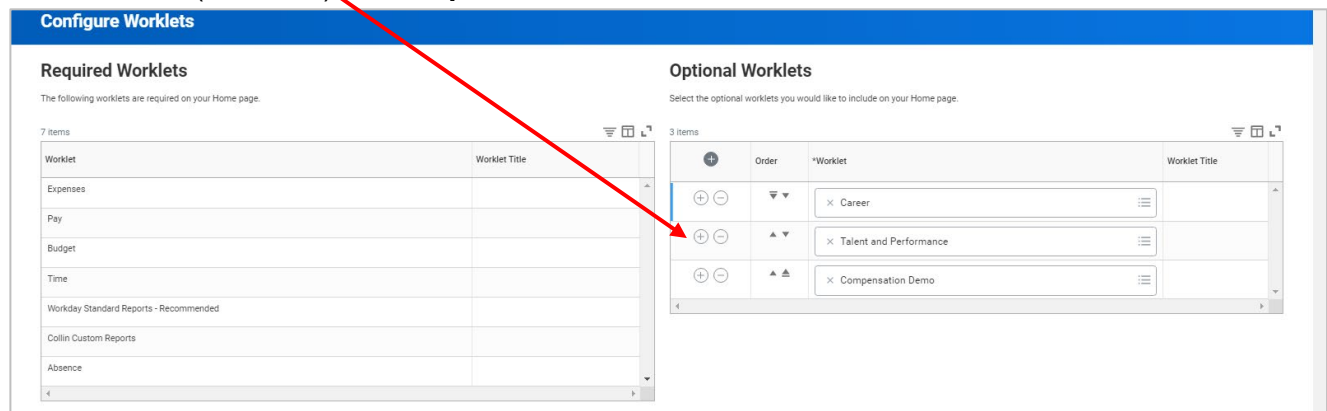
## ADDING A WORKLET TO HOME PAGE

Use the following steps to add the Purchases worklet to your Home page.

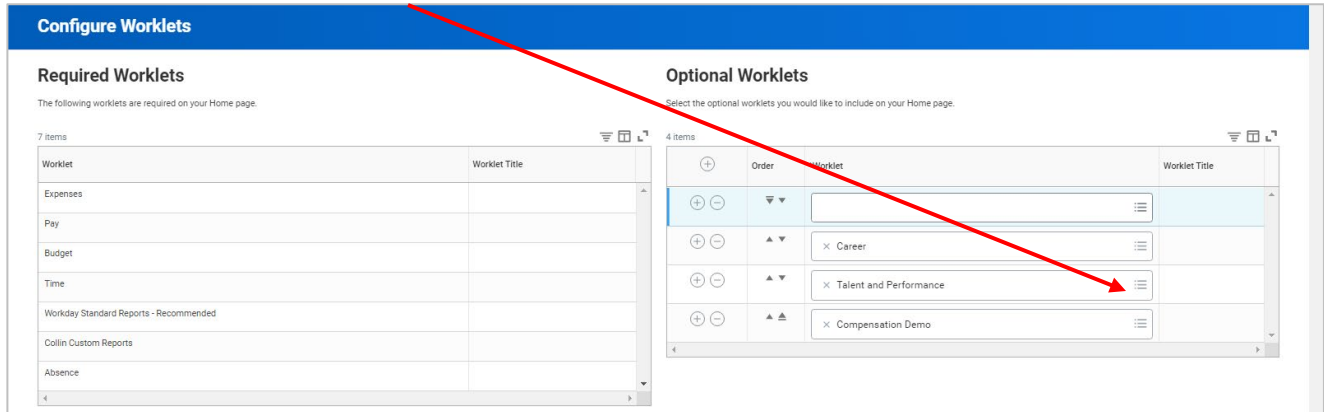
1. Click on View All Apps and then click on the cog (*Configure Applications*) on the left.



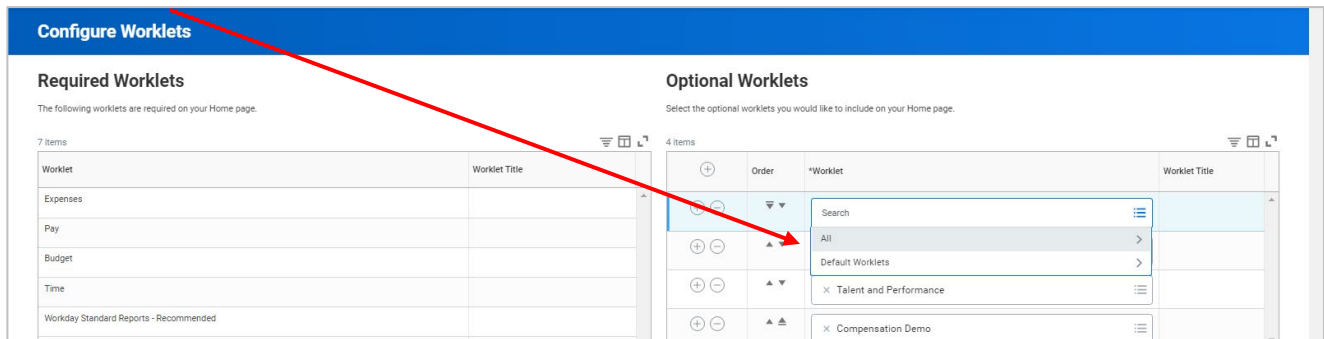
2. Click on the + (*Add Row*) below **Optional Worklets**.



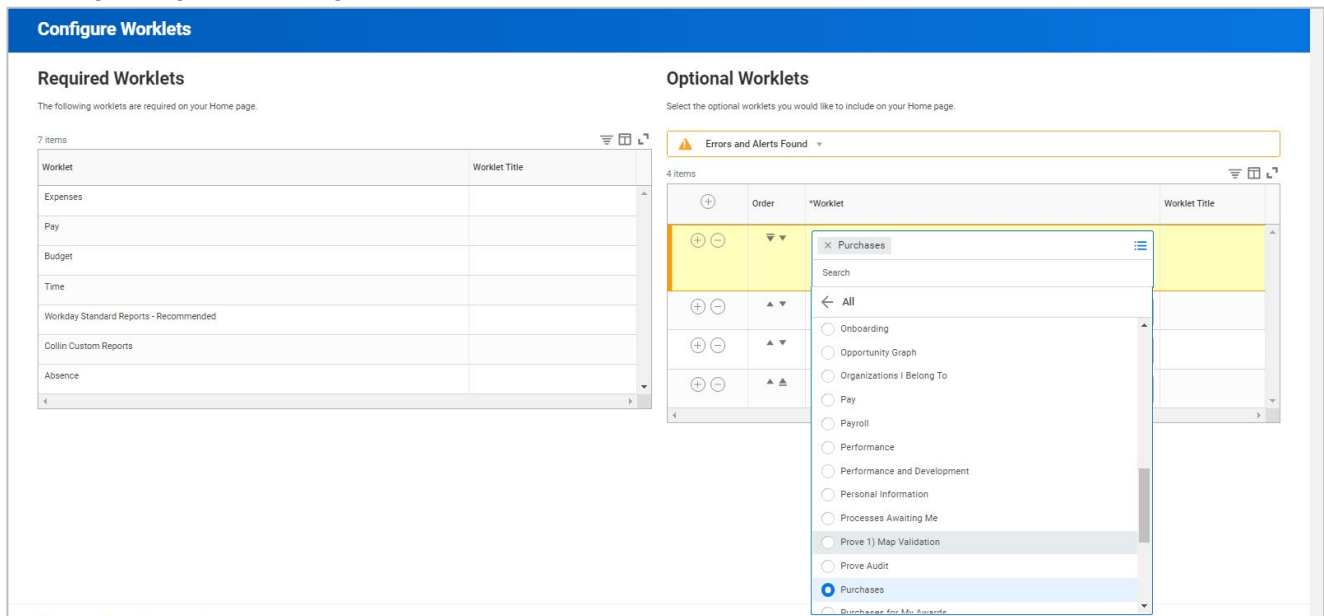
3. Click on the three dashes to get a dropdown of available worklets.



4. Click on *All*.



5. Scroll down to the *Purchases* worklet and Click on the radio button. You can use the up and down pointing triangles to change the position of the worklets.



## Procurement: ADDING A WORKLET TO HOME PAGE

6. Click on the *OK* button at the bottom left.
7. You will see that the *Purchases* worklet has been added. Click on the *DONE* button at the bottom left.

