

Customizing My Home Page!

After you have logged into Siebel you will see your Homepage. The first step to customizing your Homepage is to click on the Edit Layout button (See red arrow).

The screenshot shows the Siebel homepage with a navigation bar at the top containing 'Home', 'Cases', 'Contacts', 'Service', and 'Branch Coverage'. Below the navigation bar, there is a 'My Homepage' section with a welcome message: 'Welcome Back Traci Queener. Today is Wednesday, July 24, 2013.' The main content area is divided into three sections: 'My Cases', 'My Service Requests', and 'My Activities'. Each section contains a table of data. A red arrow points to the 'Edit Layout' button in the top right corner of the page.

New	Created Date	Case Number	Case Type	Status	Last Name	First Name	Priority
>	7/24/2013 01:07:42	1-12886264	SNAP	Submitted by Client	Cook	Sam	Standard
	7/24/2013 12:35:50	1-12896857	Medical	Submitted by Client	HILL	BENNY	Standard
	7/24/2013 12:35:19	1-12885954	SNAP	Submitted by Client	HILL	BENNY	Standard
	7/24/2013 12:35:11	1-12818624	SNAP	Submitted by Client	Dorsey	Tim	Standard
	7/24/2013 12:30:28	1-12885824	SNAP	Submitted by Client	HILL	BENNY	Standard

New	Created Date	SR #	Master Case #	Last Name	First Name	Status	Priority	Type
>	5/2/2013 02:12:53	1-7563485				Unassigned		Chan
	5/1/2013 02:08:18	1-7563473				In Progress	3-Medium	Chan
	4/24/2013 11:18:16	1-7533102				Unassigned	1-ASAP	Chan

New	Status	Type	Due	Description	Priority	Created Date	Activity
>	Unscheduled	Appointment	7/23/2013 01:32:15	Send 10 day notice		7/23/2013 01:32:15	General
	Unscheduled	Appointment	7/23/2013 01:29:05	Send Notice		7/23/2013 01:29:05	General

This will bring you to the Edit Layout page (below). Each of the tabs from your Homepage has control buttons. These buttons allow you to collapse, move up the page, move down the page and/or close the tab on your page.

The screenshot shows the 'Edit Layout' page in Siebel. The navigation bar at the top contains 'Home', 'Cases', 'Contacts', 'Service', and 'Branch Coverage'. Below the navigation bar, there is a 'My Homepage' section with a welcome message: 'Welcome Back Traci Queener. Today is Wednesday, July 24, 2013.' The main content area is divided into three sections: 'My Cases', 'My Service Requests', and 'My Activities'. Each section contains a table of data. A red arrow points to the 'Edit Layout' button in the top left corner of the page. Orange callout boxes point to the control buttons on the tabs: 'Collapse', 'Move up the page', 'Move down the page', and 'Close'.

New	Status	Type	Due	Description	Priority	Created Date	Activity
>	Unscheduled	Appointment	7/23/2013 01:32:15	Send 10 day notice		7/23/2013 01:32:15	General
	Unscheduled	Appointment	7/23/2013 01:29:05	Send Notice		7/23/2013 01:29:05	General

These options to customize your Homepage will allow you to create a page that is individual to you!