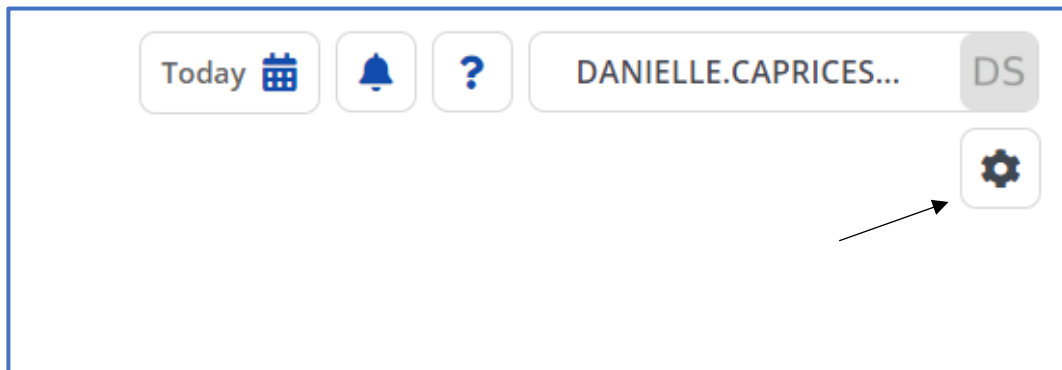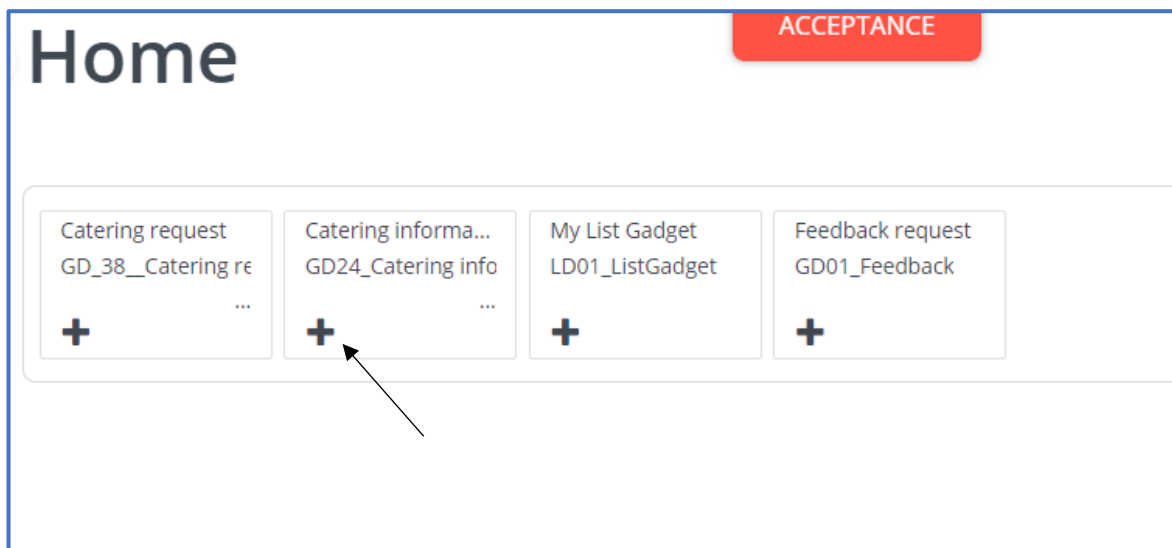Created by Estates & Facilities

Homepage Customisation - Gadgets

Here is a step-by-step guide on customising your homepage on Planon.
This will add/remove any gadgets that you would like to access.
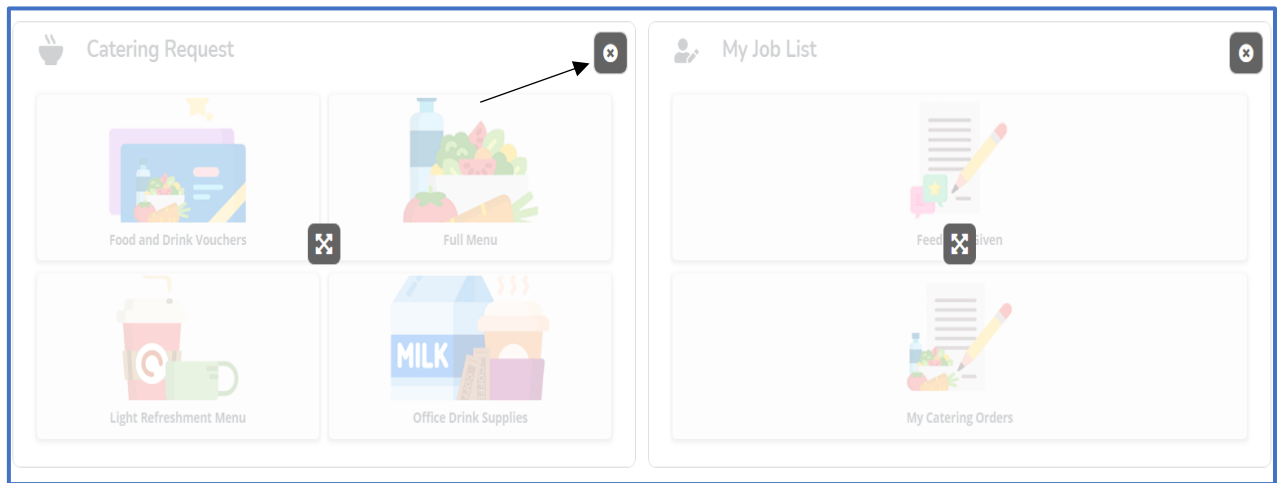
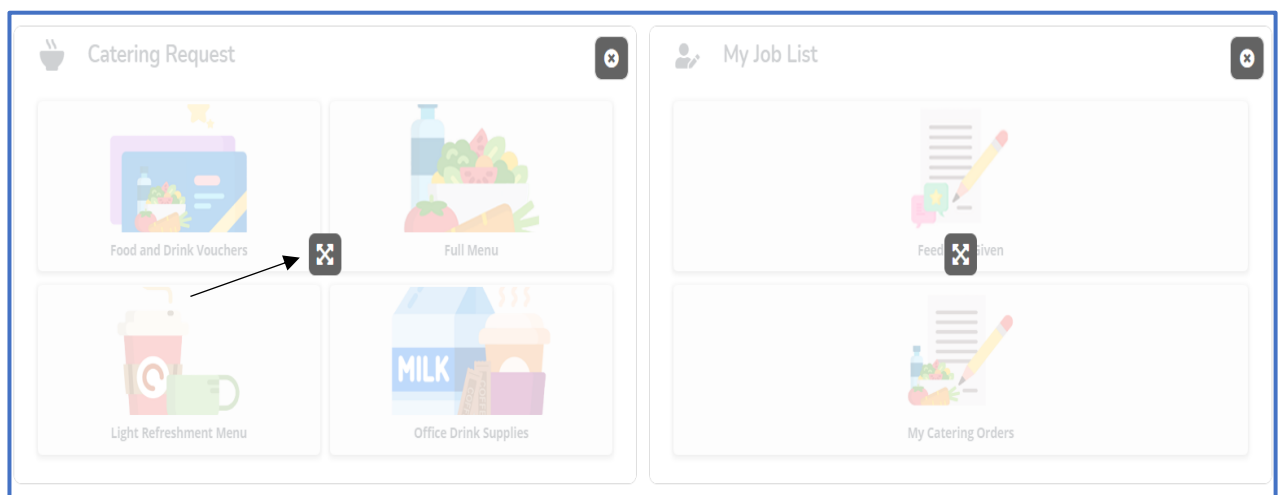1. Firstly, click the **cog** located at the top right corner of the screen.

2. Next, select the icons you would like by clicking **plus**.

3. These can be removed simply by clicking the **cross**.
   This is located on the top right of the gadget.

4. Gadgets can be moved by simply dragging the relevant gadget and
   dropping it into the chosen place.

5. When finished, click the **arrow** on the top right corner of the screen to save and exit.