How to create a custom tile ?

SAP SuccessFactors

Leverage your SAP SuccessFactors Solution during COVID-19

Create a custom tile

Access the Admin Center and search for the activity « Manage Home Page » in the search bar

Admin Center

Company Processes

Manage **Home** Page

Tool Search | home

Manage **Home** Page

Objective Management	Performance Management	360 Reviews	Compensation	Variable Pay
Calibration	Learning	Development	Succession	Presentations
Recruiting	On/Offboarding	Employee Files	Pay Scale based pay	Reporting and Analytics
Payroll	Company Settings	Mobile	Usage Analytics	Time Management

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Create a custom tile – 1. General

Need support? **Contact us!**

Create a custom tile – 1. General

You're reaching a page with a wizard to create a custom tile and the first step is to give a name and a description to your tile.

Try to be the most explicit as possible here, so others administrators will understand what is the purpose of your tile.

Create a custom tile – 2. Tile

Need support? **Contact us!**

Create a custom tile – 2. Tile

The next step allows you to define the aspect of your tile as it will appear on the home page. You can choose between :

Type:

Graphical ⌄

Static

Graphical

Graphical tile, with a picture as background and possibility to have a title and a subtitle

Enterprise Alumni

Demo Master Version
Tokyo V1 July 2019

Static tile, no background and possibility to have a title, a subtitle and an icon

Create a custom tile – 2. Tile

Based on the type of tile that you choose, the screen will adapt and display differents configurations.

For the graphical tiles :

Type:

Graphical

Title:

COVID-19 - Flash News

Subtitle:

Size:

2 X 1

*Background Image:

Covid.JPG   Browse...

Recommended aspect ratio: 2:1

Minimum size: 180x90 px

Preview

CORONAVIRUS

COVID-19

COVID-19 - Flash News   Source:WHO

You can :
- Give a title and subtitle.
- Select the size – big (2x1 – example above) or small (1x1)
- Upload the background image

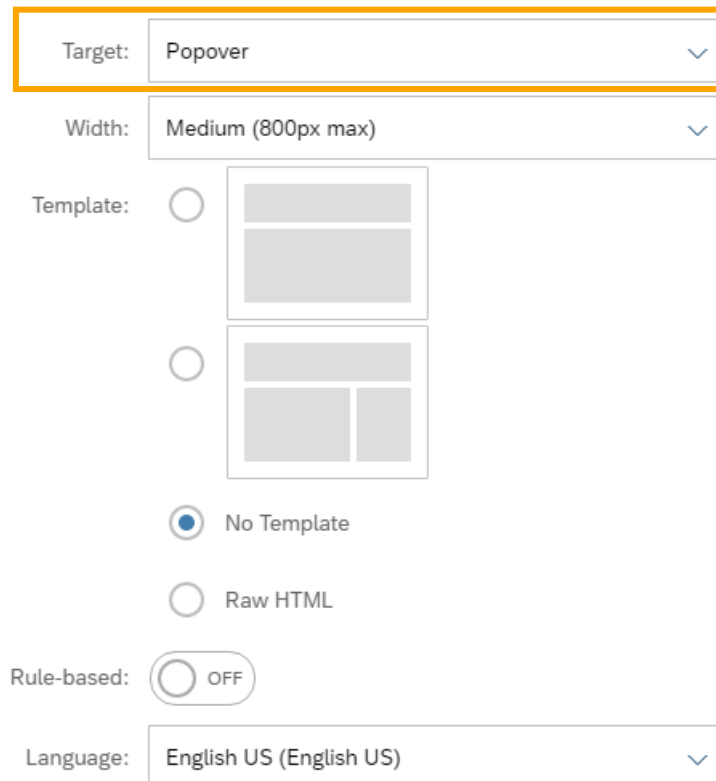# Create a custom tile – 3. Navigation

Need support?

Create a custom tile – 3. Navigation

Since we defined the appearance of the tile, we will now focus on the content.
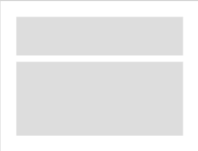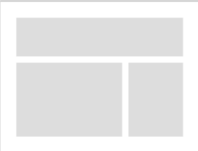The content is what will display when users will click on the tile.

Target determines how the tile responds when a user clicks :

Popover - Select this option to open custom content (see next slide) in a popover.

URL - Select this option to specify a URL that will open when the user clicks on the tile.

Email - Select this option to specify one or more email addresses. that users can contact with the custom tile. Email creation will open when the user clicks on the tile.

No target - Select this option if you don't want the tile to do anything when clicked.

Create a custom tile – 3. Navigation

Since we defined the appearance of the tile, we will now focus on the content.
The content is what will display when users will click on the tile.

3. Navigation

Target: Popover

Width: Medium (800px max)

Template:

No Template

Raw HTML

Rule-based: OFF

Language: English US (English US)

For a popover target, use this setting to specify the width of the popover that displays the main content :

Responsive - Select this option to make the width of the popover responsive to the size of the display.

Small (600 px max)
Medium (800 px max)
Large (1024 px max)

Create a custom tile – 3. Navigation

Since we defined the appearance of the tile, we will now focus on the content.
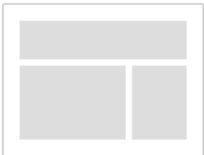The content is what will display when users will click on the tile.

For a popover target, use this setting to select one of the predefined starter templates as the basis for your custom content, or choose not to use a template.

If you don't know how to structured your content, opt for a template, otherwise go without template or directly in HTML.

Create a custom tile – 3. Navigation

Since we defined the appearance of the tile, we will now focus on the content.
The content is what will display when users will click on the tile.

3. Navigation

Target: Popover

Width: Medium (800px max)

Template:

○ No Template (selected)

○ Raw HTML

Rule-based: OFF

Language: English US (English US)

Enable this option if you want to define the behavior of the custom tile for different target users based on business rules.

Create a custom tile – 3. Navigation

Since we defined the appearance of the tile, we will now focus on the content.
The content is what will display when users will click on the tile.

3. Navigation

Target: Popover

Width: Medium (800px max)
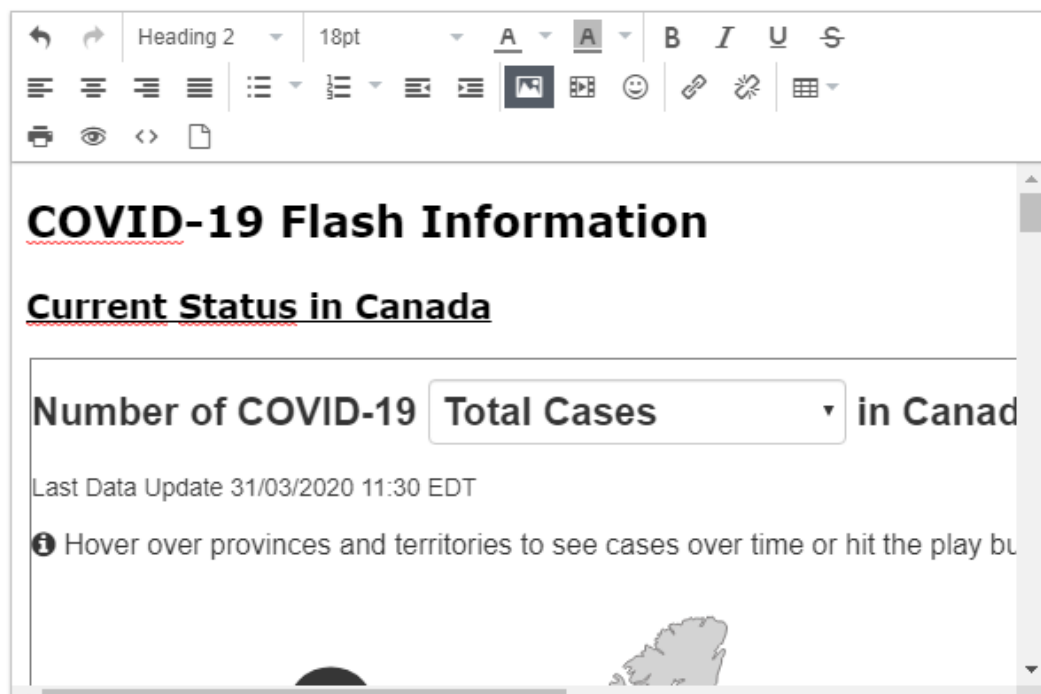
Template:

No Template

Raw HTML

Rule-based: OFF

Language: English US (English US)

You can change that setting to produce a content for specific languages

Create a custom tile – 3. Navigation

Since we defined the appearance of the tile, we will now focus on the content.
Now that we defined how the content should be displayed, we can produce the content (for popover option only)

Create a custom tile – 3. Navigation

This window allows most of the features that you can find on a writing tool (fonts, themes, size, fonts colors, bold, italic, underlined, paragraph shaping, bulleting, etc...).

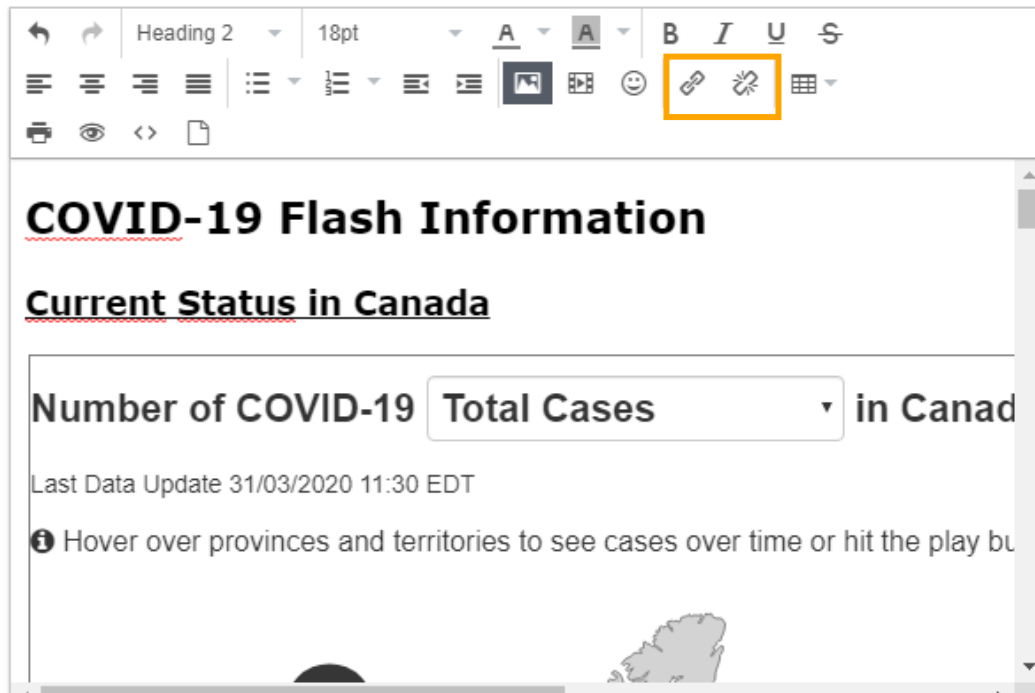We also some pretty powerful feature that we're introduce here :

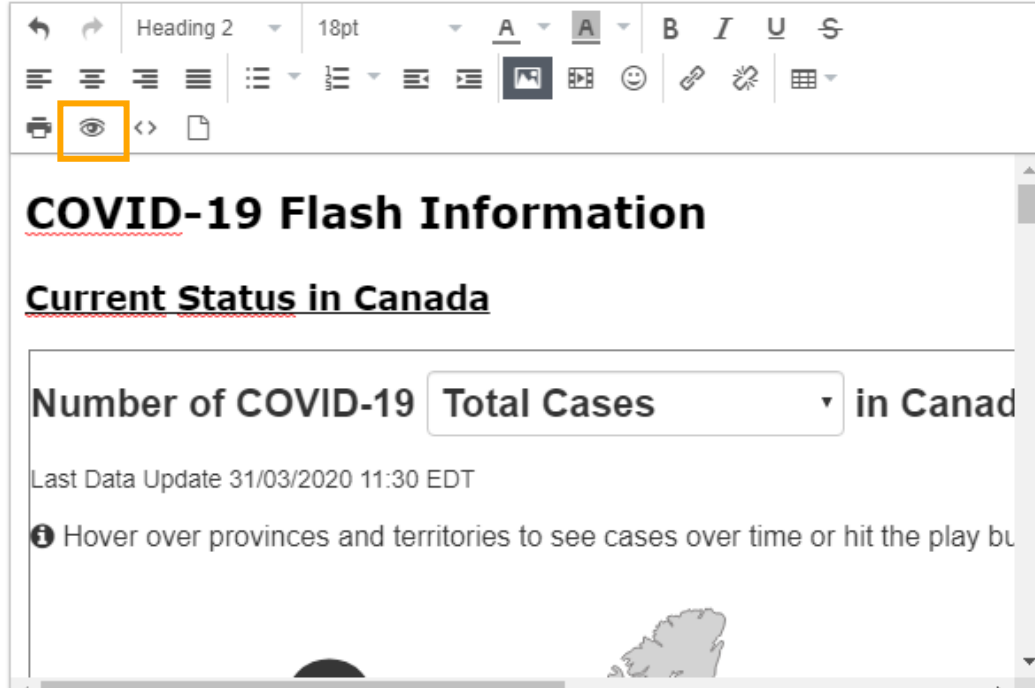**Insert photo/video** : to add picture or video locally or cloud stored

Create a custom tile – 3. Navigation

This window allows most of the features that you can find on a writing tool (fonts, themes, size, fonts colors, bold, italic, underlined, paragraph shaping, bulleting, etc...).

We also some pretty powerful feature that we're introduce here :

Insert hyperlink : to add hyperlink

Create a custom tile – 3. Navigation

This window allows most of the features that you can find on a writing tool (fonts, themes, size, fonts colors, bold, italic, underlined, paragraph shaping, bulleting, etc...).

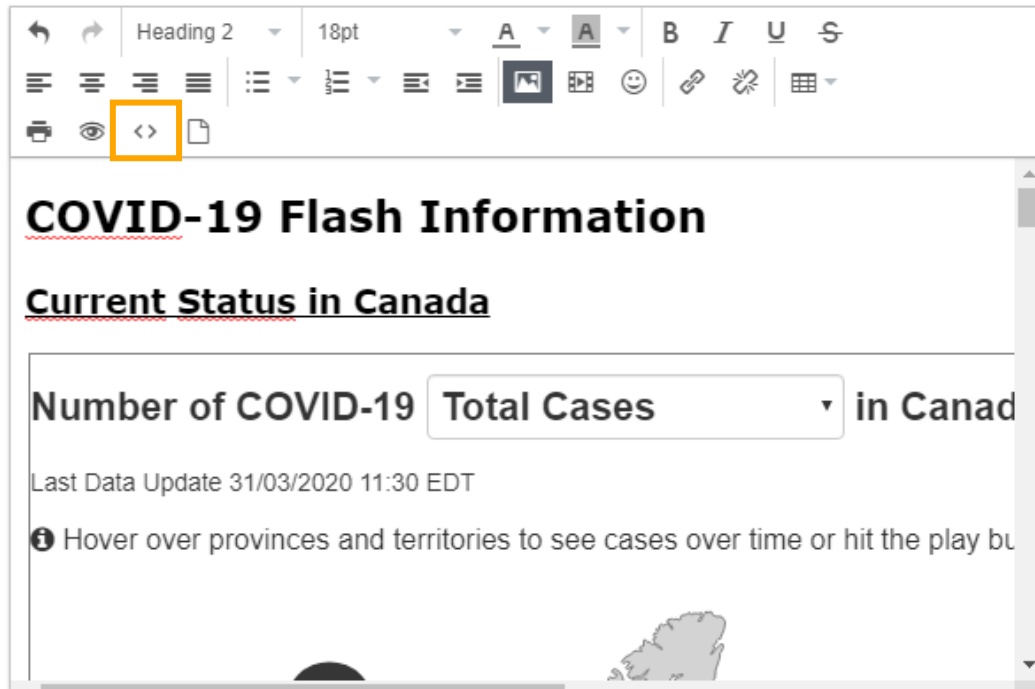We also some pretty powerful feature that we're introduce here :

Preview : to preview the produced content

Create a custom tile – 3. Navigation

This window allows most of the features that you can find on a writing tool (fonts, themes, size, fonts colors, bold, italic, underlined, paragraph shaping, bulleting, etc…).

We also some pretty powerful feature that we're introduce here :

Source code : to embed some code in your content

Create a custom tile – 3. Navigation

This window allows most of the features that you can find on a writing tool (fonts, themes, size, fonts colors, bold, italic, underlined, paragraph shaping, bulleting, etc...).

We also some pretty powerful feature that we're introduce here :
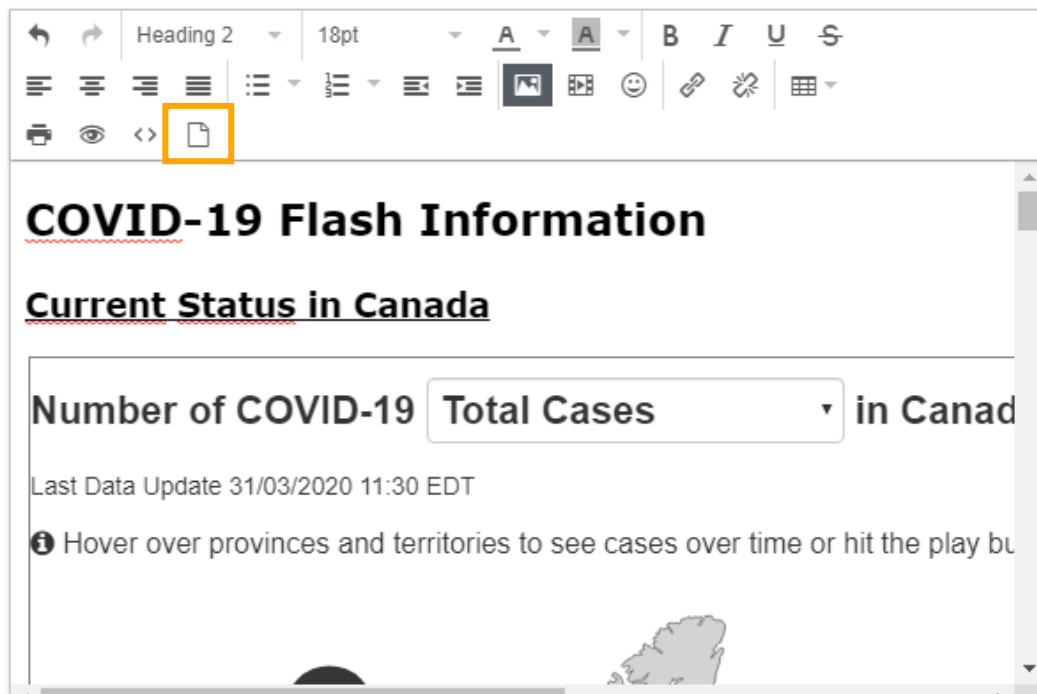
Insert Document link : to insert document stored on your successfactors instance

Create a custom tile – 4. Assignments

Need support?

Create a custom tile – 4. Assignments

Once you produced your content, it's time to define who will be able to consume it.

Start by selecting the **section** where your tile will appear. **User group** will allow you to specify which groups of users will have the permission to see your tile (by default, all users that have rights on the section selected will see it). Then, you can choose the **validity period** of that tile.

Congratulations, you created your first custom tile!

www.in-rgy.com

Need support? Contact us!