

# 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

The screenshot displays the Admin Center interface. At the top right, a 'Tool Search' bar contains the text 'home'. Below it, a dropdown menu shows 'Manage Home Page' highlighted in yellow. The main area is titled 'Company Processes' and contains a grid of 20 tiles, each with an icon and a label: 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, and Time Management. A white tooltip points to the 'Manage Home Page' search result. On the right side, there is a teal banner with the text 'Latest Updates to your SuccessFactors' and an 'Upgrade Center' button with a red circle containing the number '7'.

The background image shows a person's hands typing on a laptop keyboard. A black and white cat is perched on the person's arm, looking towards the laptop screen. The scene is set on a wooden desk with a blurred background of a window and curtains.

# Create a custom tile – 1. General

Need support?

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# 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.

The screenshot shows a wizard interface with four steps: General, Tile, Navigation, and Assignments. The 'General' step is active. Below the step indicator, the title '1. General' is displayed. The form contains two fields: a required field for 'Tile Name' with the value 'COVID-19 - Flash News' and a 'Description' field with the value '"COVID-19 - Flash News" custom tile'.

General	Tile	Navigation	Assignments
<b>1. General</b>			
<p>*Tile Name: <input type="text" value="COVID-19 - Flash News"/></p> <p>Description: </p>			



# Create a custom tile – 2. Tile

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# 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



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 different configurations.

For the graphical tiles :

Type:

Graphical

Title:

COVID-19 - Flash News

Subtitle:

COVID-19 - Flash News

Size:

2 X 1

\*Background Image:


Covid.JPG

Browse...

Recommended aspect ratio: 2:1

Minimum size: 180x90 px

Preview



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?

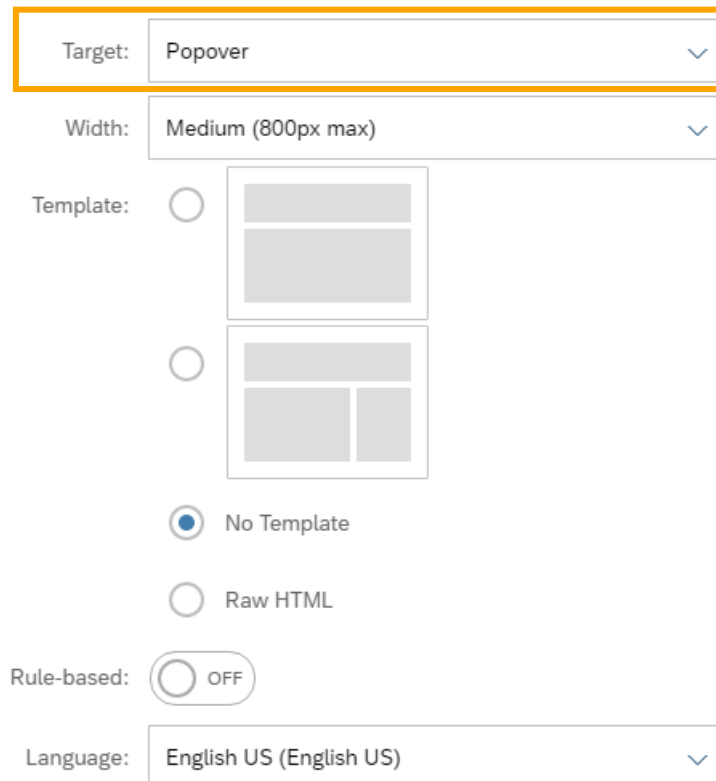
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# Create a custom tile – 3. Navigation

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.

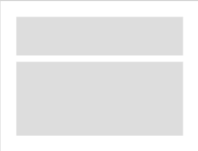
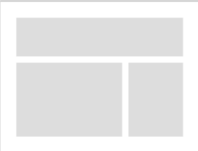
## 3. Navigation



Target: Popover

Width: Medium (800px max)

Template:

- ☐ 
- ☐ 
- ☒ No Template
- ☐ Raw HTML

Rule-based: ☐ OFF

Language: English US (English US)

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.

## 3. Navigation

Target: Popover

Width: Medium (800px max)

Template:

- ☐ [Template 1]
- ☐ [Template 2]
- ☒ No Template
- ☐ Raw HTML

Rule-based: ☐ OFF

Language: English US (English US)

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.

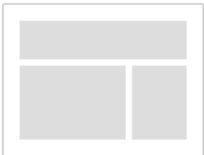
## 3. Navigation

Target: Popover

Width: Medium (800px max)

Template:

☐ 

☐ 

☒ No Template

☐ 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

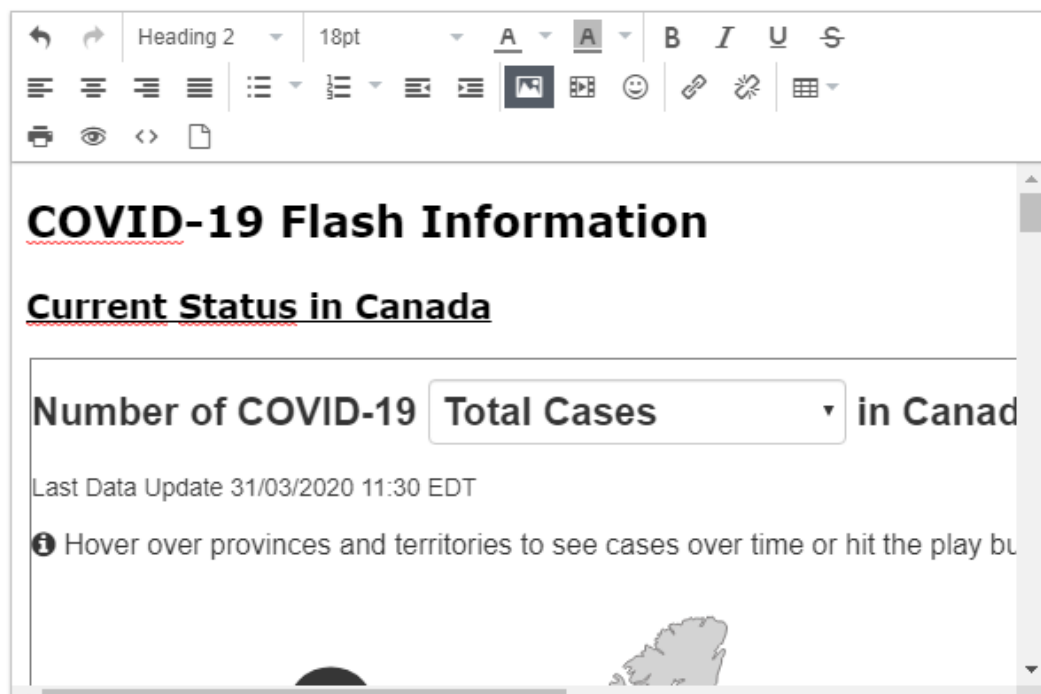
Language: English US (English US)

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)

\*Content:



The screenshot shows a web editor interface with a toolbar at the top. The toolbar includes icons for undo, redo, heading selection (set to 'Heading 2'), font size (set to '18pt'), text color, background color, bold, italic, underline, strikethrough, bulleted list, numbered list, link, unlink, image, video, smiley, and table. Below the toolbar, the content area displays the following text:

**COVID-19 Flash Information**

**Current Status in Canada**

**Number of COVID-19** Total Cases in Canada

Last Data Update 31/03/2020 11:30 EDT

**i** Hover over provinces and territories to see cases over time or hit the play bu

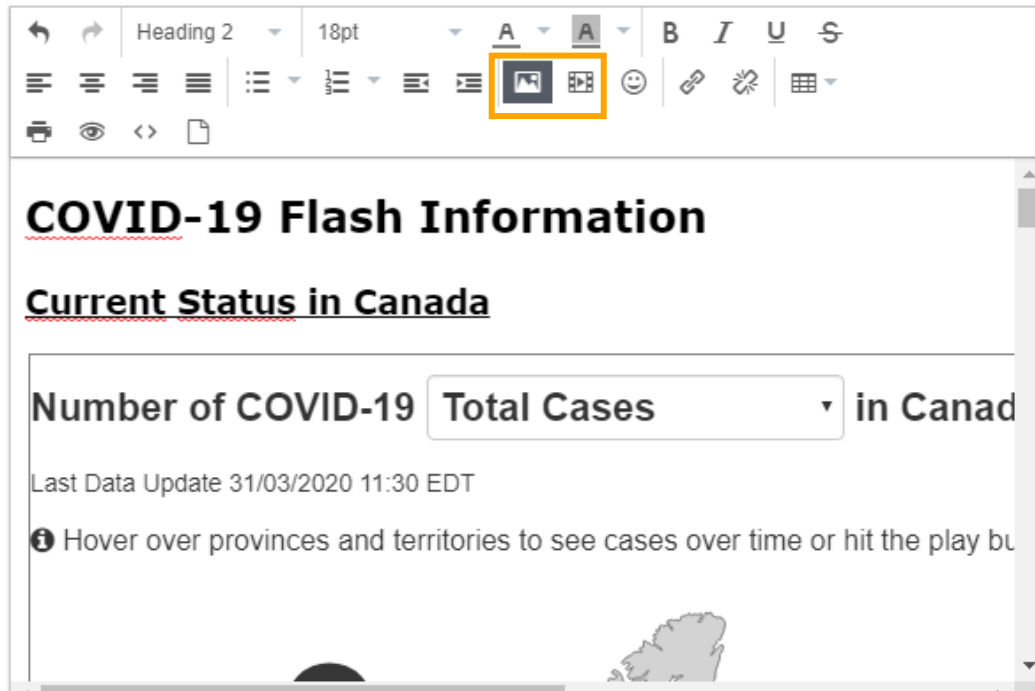
At the bottom of the content area, there is a partial view of a map of Canada.

# 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 :

\*Content:



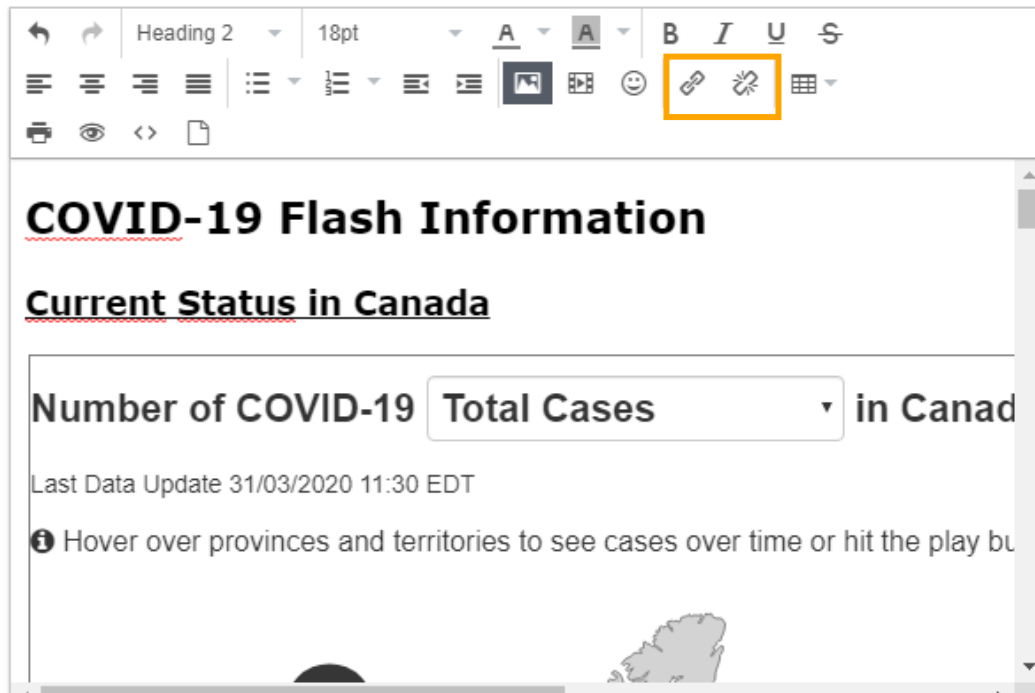
**Insert photo/video** : to add picture or video locally or cloud stored

# 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 :

\*Content:



**Insert hyperlink** : to add hyperlink

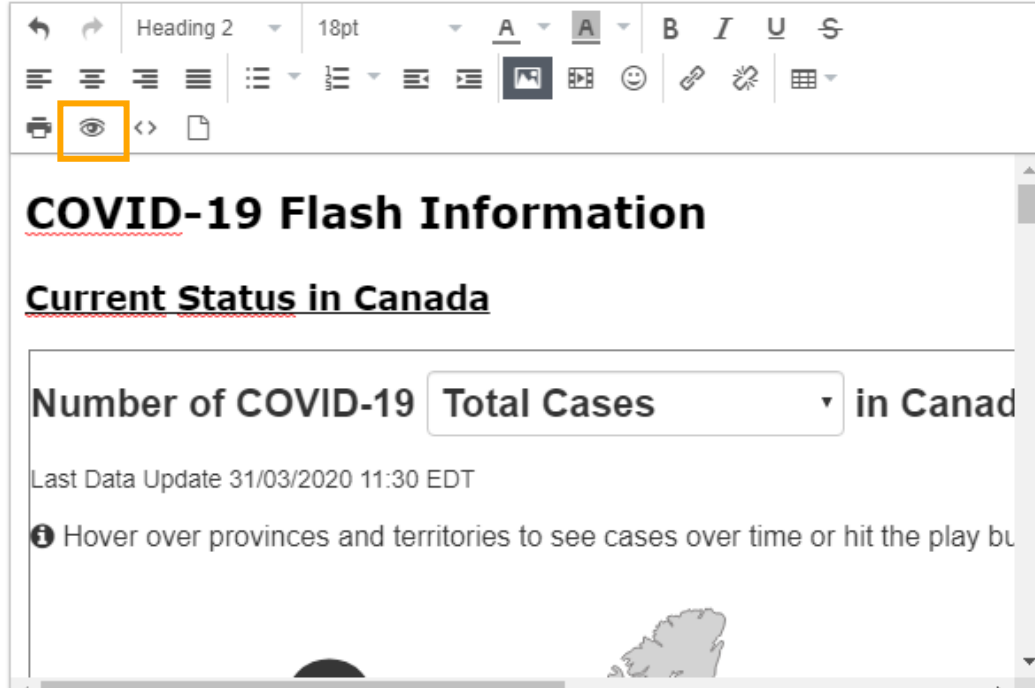


# Create a custom tile – 3. Navigation

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 :

\*Content:



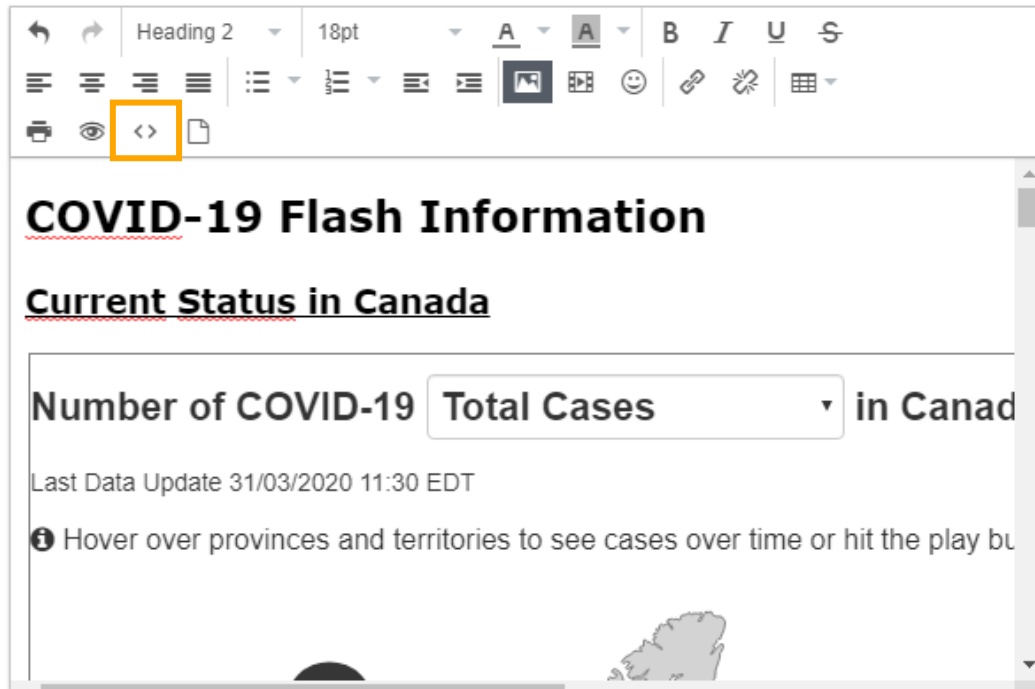
**Preview** : to preview the produced content

# 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 :

\*Content:



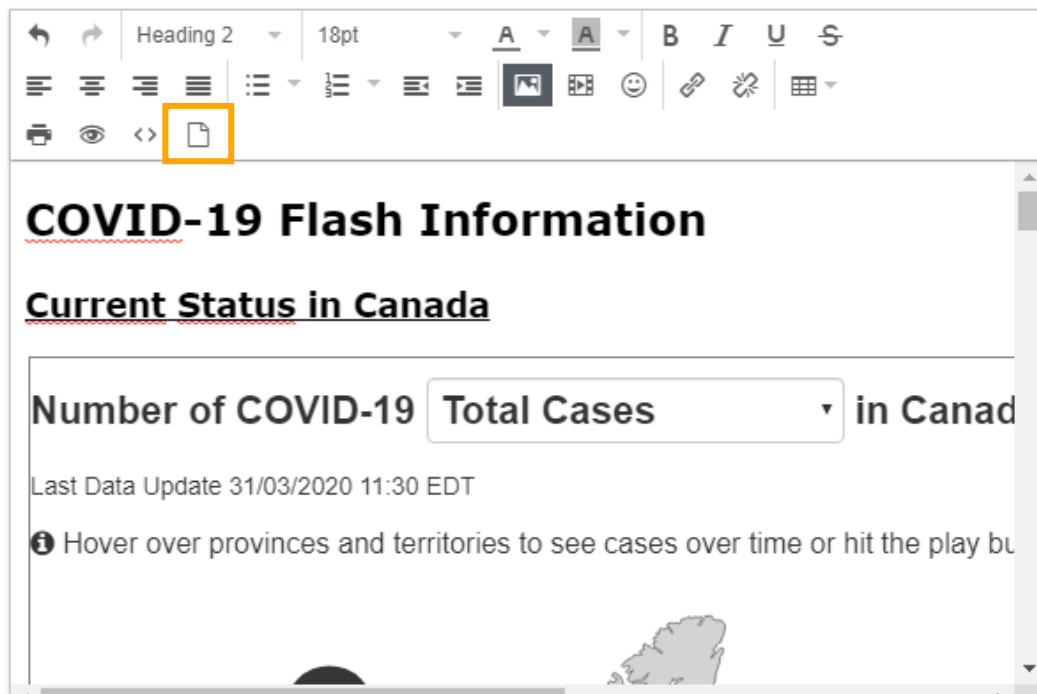
**Source code** : to embed some code in your content

# 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 :

\*Content:



**Insert Document link** : to insert document stored on your successfactors instance

A man in a light-colored suit is sitting at a desk, looking at a laptop. A cup of coffee is in the foreground. The background shows a shelf with various items.

# Create a custom tile – 4. Assignments

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# 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.

## 4. Assignments


Section: News 

User Group: All Employees   

Active: ☒ Always

☐ Date Range 

☐ Based on Start Date



-180 180



# Congratulations, you created your first custom tile!

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[Need support? Contact us!](#)