

Fact Sheet - Home Page Customisation

How to customise sections of your Default HowNow Home Page

Home Page Default Layout: Example

The screenshot shows the HowNow home page for ABC Company. The page is divided into several sections:

- Birthdays & Anniversaries:** A table listing employees and their dates.
- News Items:** A list of news items with a 'New' indicator.
- People:** A list of employees with their contact information.
- Your Favourite Documents:** A list of documents.
- Latest Headlines:** A list of headlines.
- New HowNow Documents:** A list of new documents.

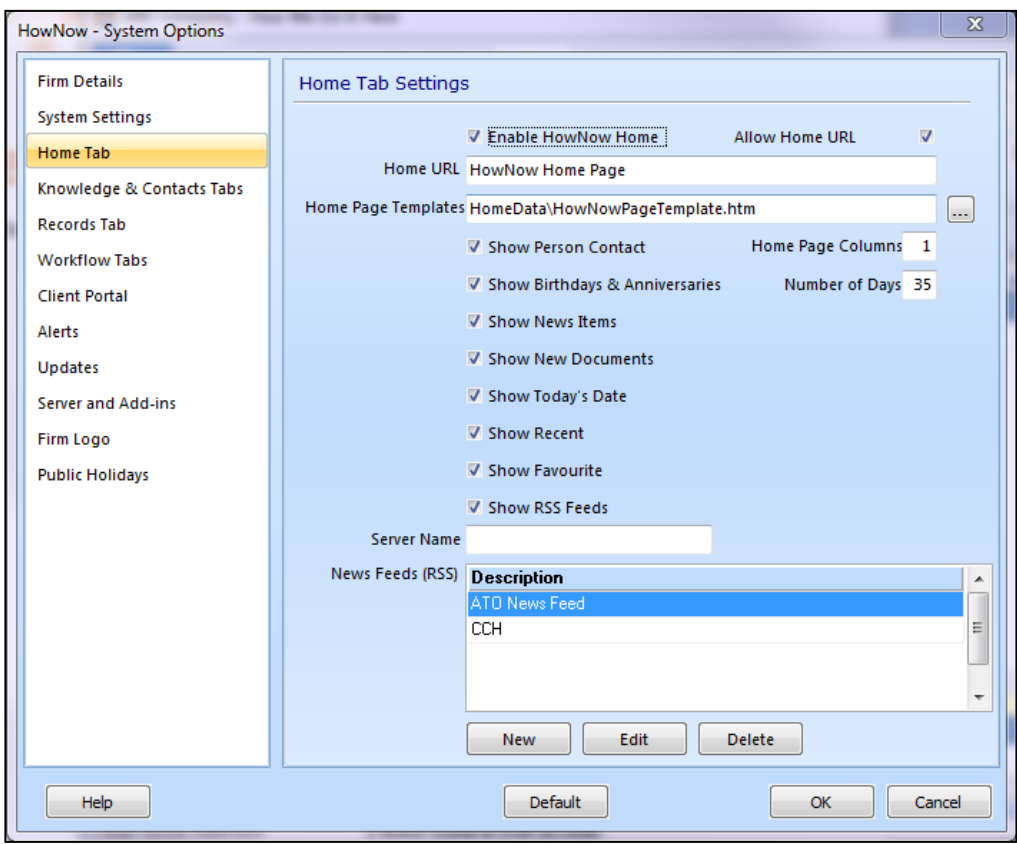
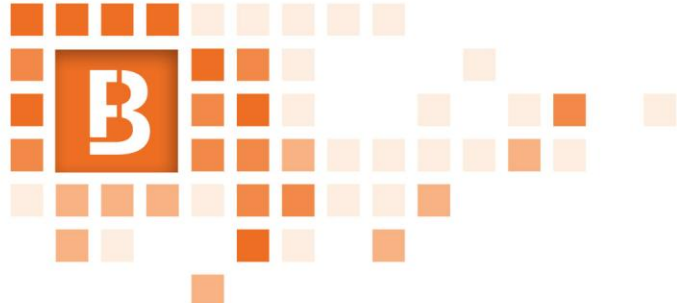
Callouts indicate customization options:

- Set the number of columns showing in your People area:** Points to the 'People' section.
- Set which sections to display or hide:** Points to the 'Your Favourite Documents' section.
- Add / Remove RSS Feeds:** Points to the 'Latest Headlines' section.

System Options

From the HowNow File Menu (Menu Icon), select **System Options**, then select **Home Tab**





Default Button: Click this button to reset the Home Tab fields to their default values

System Option Meanings:

Enable HowNow Home Tab: This field enables/disables the Home Page feature

Home URL: This field specified the default web page URL that is opened when the Home Page is displayed. The default is the HowNow Home Page which links to the HowNow web Server address e.g 'http://localhost:8888/hownowhome'

Allow Home URL Change: Select this checkbox if users are allowed to change the home page web address. An additional Browser Toolbar will display if this option is selected.

Home Page Templates: This field allows the location of the Home Page templates to be changed

Show Person Contact: Show/hide person contact details on the Home Page. Each person must have the Work Phone set in their personal record - Profile section

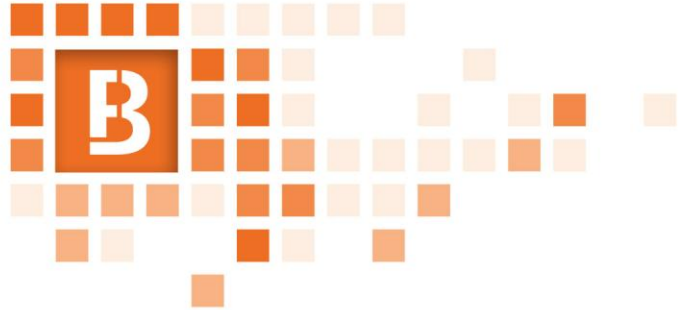
Home Page Columns: Specifies the number of columns to use to display the person contact details on the Home Page.

Show Birthdays and Anniversaries: Show/hide person birthday and anniversary details. Each person must have their birthday and anniversary details set in their personal record - Profile section

Number of Days: Specifies how many days ahead HowNow looks to determine if a birthday or anniversary is due

Show News Items: Show/hide News list items





Show New Documents: Show/hide Knowledge documents created in the last 14 days

Show Today's Date: Show/hide today's date at the top of the page

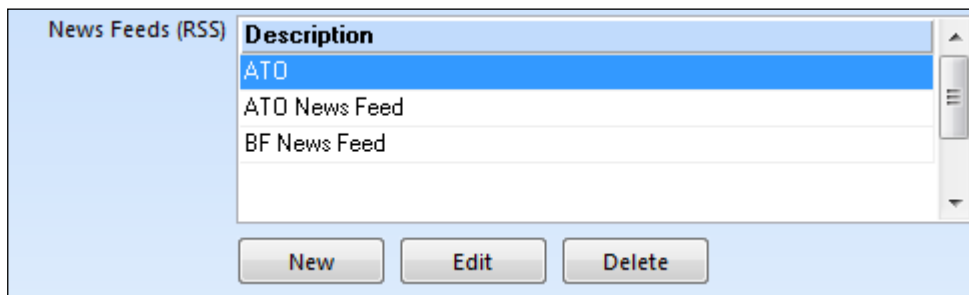
Show Recent Documents: Show/hide Knowledge documents opened in the last 14 days

Show Favourite Documents: Show/hide Favourites list items. Documents are added to you Favourites from the Knowledge Module, Right Click, Add to Favourites option

Show RSS Feeds: Show/hide the RSS feeds section

Server Name: Allows the server hosting the HowNow Web Server to be changed. The default is the server hosting the Firebird database server and should be left blank if it is the same

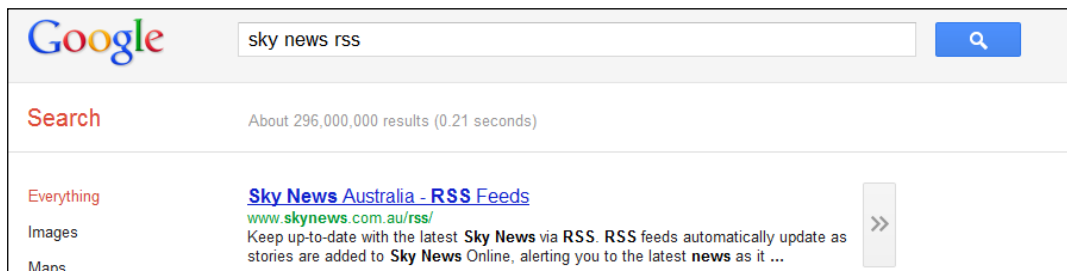
News feeds (RSS): This section allows news feeds that are displayed on the Home Page to be added, edited or deleted



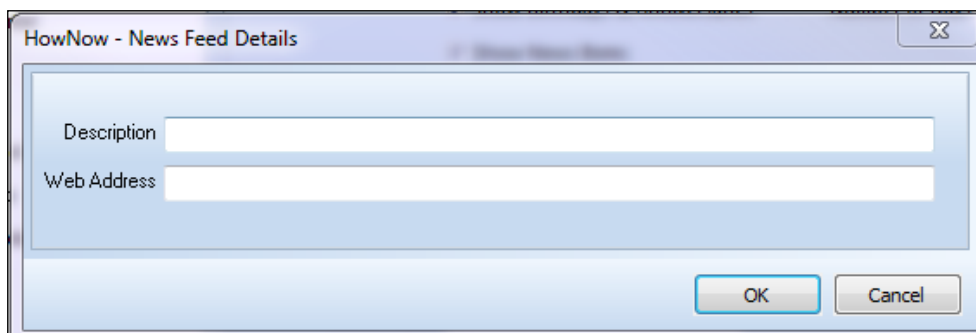
Adding a News Feed

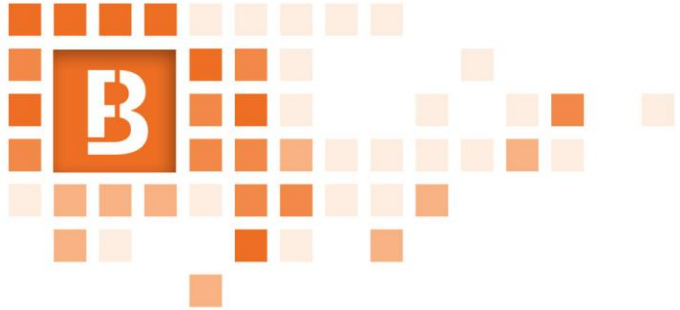
Step 1: Locate the URL address for the RSS feed. Example below is using Google to find Sky News RSS feed website

Step 2: Copy the URL address to paste later. In this example the "www.skynews.com.au/rss/" is copied



Step 3: Select NEW option, the News Feed Details screen will display as below:

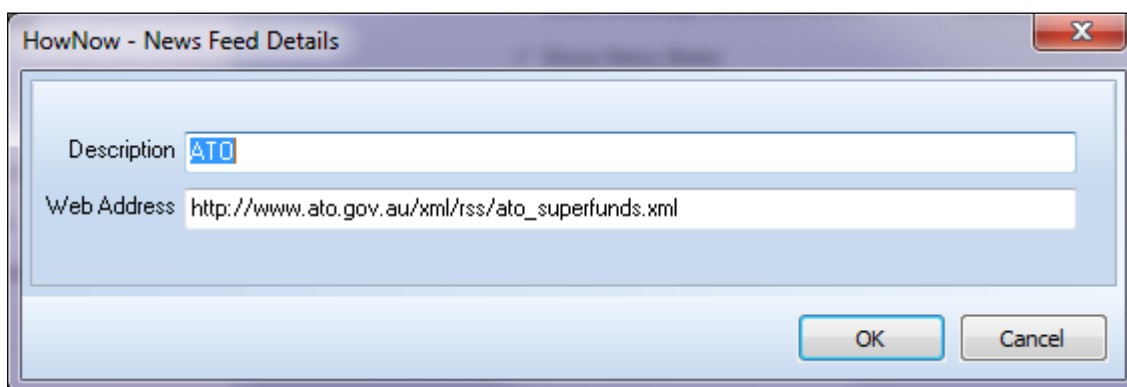




Step 4: Type a name to describe the feed in the Description field, paste the URL address to the Web Address field

Editing a News Feed

Step 1: Highlight the News feed to edit. The News Feed Details screen will appear as below



Step 2: Description can be changed to suit and the Web Address must be the RSS feed address

Deleting a News Feed

Step 1: Highlight the News Feed to be deleted and click on the Delete option

For further customisation to suit your business requirements, please contact clientcare@businessfitness.net or phone us on 1300 333 424.

