Create Project Search Tiles and Groups

Before you have created tiles or groups the below screen will be the default:

![Welcome to WISER](image1)

To search for available items for Projects; click on Main Menu, then on Projects.

![Main Menu](image2)

Available paths under projects are now viewable, and each includes an option to Pin to Dashboard. In the example below, this is clicked under the “Find Award/Projects” tile.

![Find Awards/Projects](image3)

You will be prompted for a tile group and a name for that group. In this example, there are no existing groups, so we are creating a new group and titling it “Grants and Contracts”. Then, click on the blue “Pin” button. A pop-up message will appear indicating that the Tile has been pinned and that the Tile Group has been created.
Now when you click on the Home icon, you will see your group as a tab and your tile pinned within that group.

Create groups and add tiles as needed. Tiles cannot be renamed once created; delete the tile and recreate in order to rename.

Drag and drop tiles to arrange and customize tiles. Delete tiles by hovering over the tile until the X appears, then click the X to delete.
Groups can be renamed or deleted by clicking on the tab for that group, and then clicking on the blue gear dropdown for option selections. Once created, tabs cannot be rearranged.