How to Customize Your Enable Portal Home Page for the Animal Modules

The Enable portal allows users to customize their InfoEd eRA portal home page with one or more widgets. Widgets are designed by UConn or InfoEd Global to allow or display the import or re-presentation of internal data or show other useful tools (e.g. recent activity, board meeting calendar, things to do, system messages, etc.). Users have the ability to choose widgets and move them around on their home page. Settings can be saved and retained for subsequent logins. This feature is not available on the older v13 portal view. Currently it is only available for UConn Health. Available to select Storrs users. Coming Summer 2020 for all.

1. To customize your Enable Portal home page, click the Portal Configurations button in the bottom right of the Enable Home Page.

2. Select one or more Double Widgets (which will present across two columns) using the dropdown menu and/or Available Widgets by clicking the Use hyperlink to show a particular widget. Repeat for additional desired widgets. We recommend the Assignments Double Widget, Workflow, Bookmarks and Recent Activity widgets if you are using the Animal Use / IACUC and/or Animal Facilities / CCM Modules.

3. Scroll to the bottom of the Portal User Preferences modal window to set the order of the widgets and determine which column the widget will appear in.
   
   a. Use the up and down arrows to move the order of the widget within a particular column.
   
   b. Use the right or left arrows in the Switch Column to move the widget to the other column.
   
   c. Click the Remove hyperlink to remove any widgets you no longer wish to display.

4. Press Save.

5. Press Close to see the widgets on your Enable Portal home page.

6. If necessary, Click Portal Configurations button to arrange them again or add other widgets.