



Sage People

Lightning App Builder

Lightning App Builder is a brilliant way to transform your Sage People pages with engaging content.

Sage

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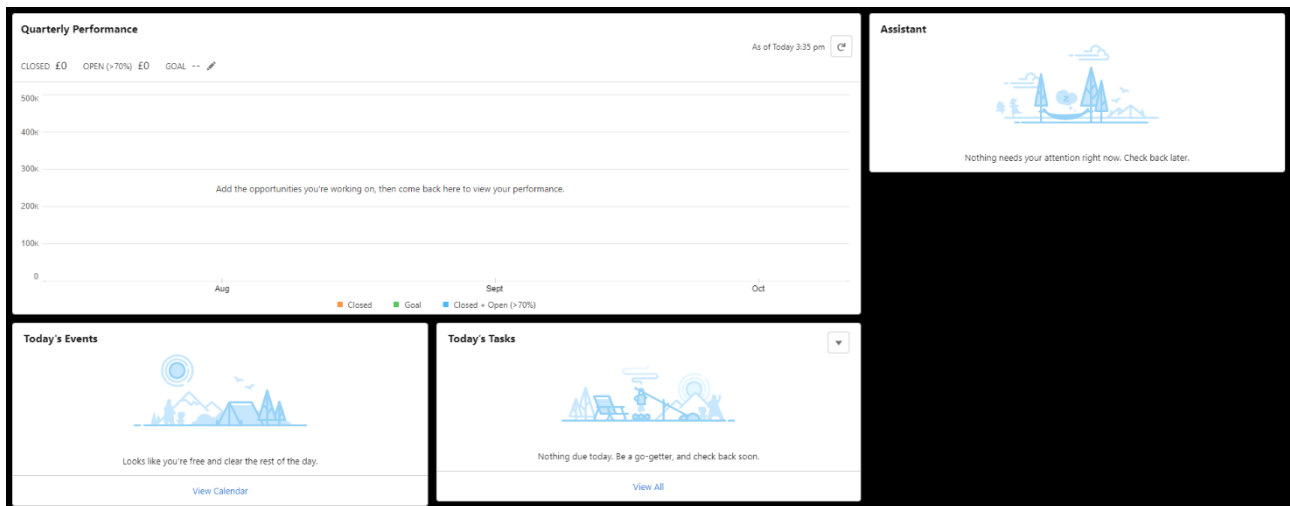
What is Lightning App Builder?

Making Sage People Engaging

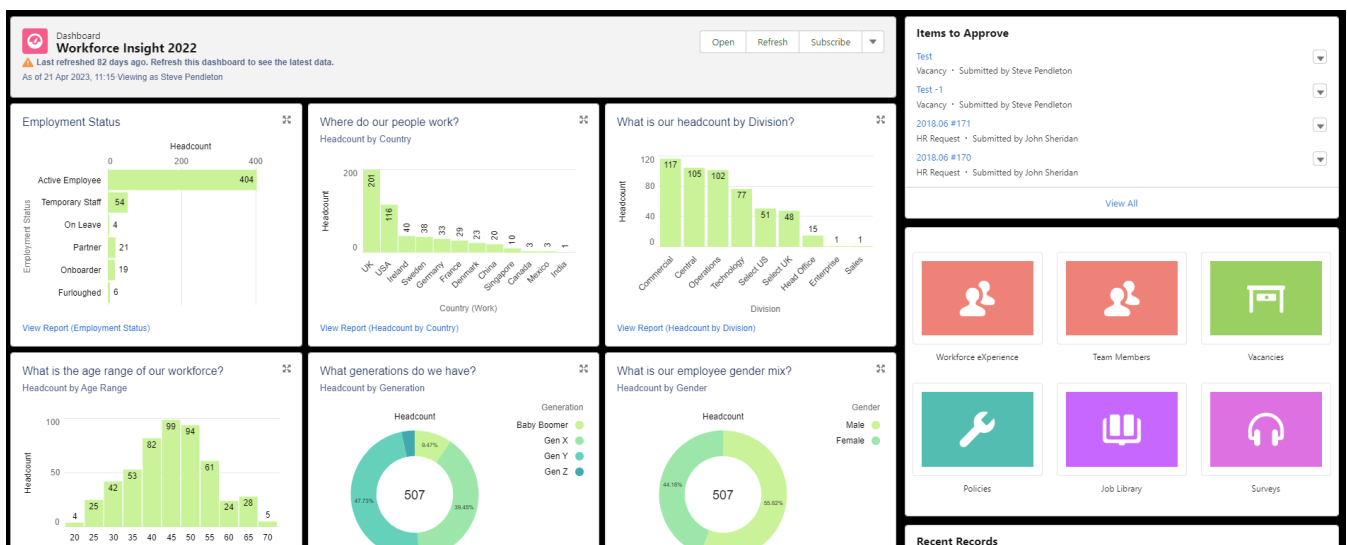
Transforming Sage People

Moving to Lightning allows you to also update your Home Page and record page layouts to ensure that you have the information you need at your finger tips by using the Lightning App Builder. Different Home pages and record pages can be created for different apps e.g. HCM Lightning or Recruit Lightning or different profiles e.g. HR Manager or recruiter.

Homepage before



Homepage after



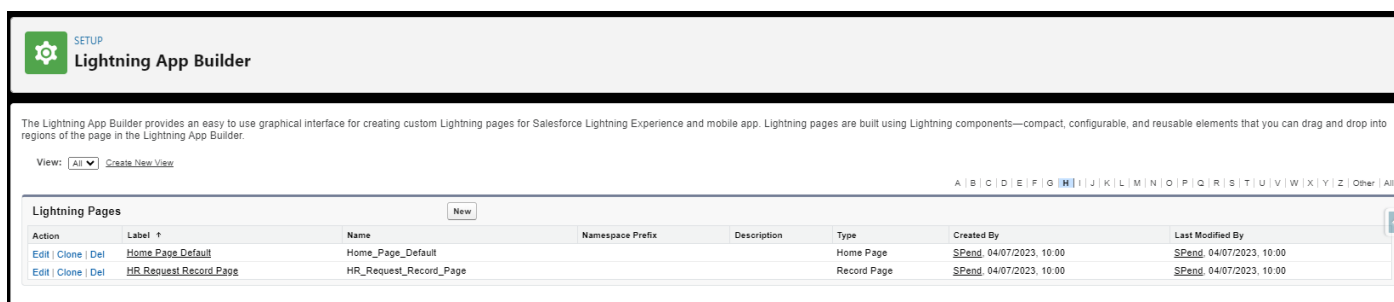
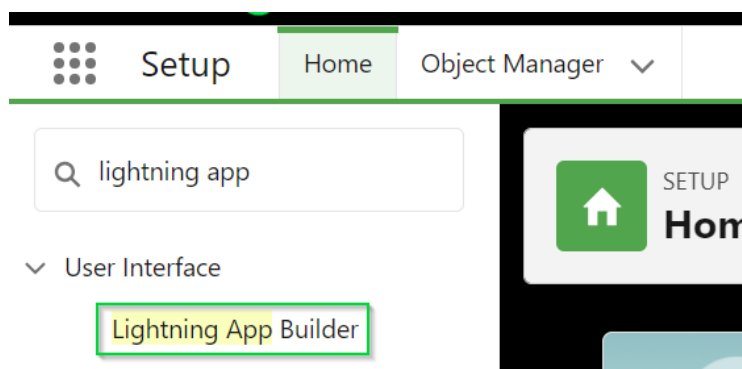
How to create a new homepage?

Homepages should be the one stop shop to enable users to perform their everyday HR/Recruit tasks. Think about the information these different users need, what dashboards, reports they would like to see e.g. Headcount, Turnover. Do they want to see recent items, items to approve? Which quick links do they need?

You can create a custom Home page in a few different ways: Create it from scratch using a template, clone it from another custom Home page, or edit a page from the **'Home tab'** in a Lightning app.

To edit an existing page, you can click  from the Home page, and then select **'Edit Page'** to create a copy of the current page to edit. If a customized page exists and is active, selecting **'Edit Page'** opens that page to edit.

Or click  and select **'Setup'** and from the Quick find, enter Lightning app builder.



Click **'New'**.

The Lightning App Builder provides an easy to use graphical interface for creating custom Lightning pages are built using Lightning components—compact, configurable, and reusable elements that you can d

View: [Create New View](#)

A | B | C | D | E

Lightning Pages				
New				
Action	Label ↑	Name	Namespace Prefix	Des
Edit Clone Del	Home Page Default	Home_Page_Default		

Recommendation: You can update the current Home Page but always clone first and rename.

Select **'Home Page'** and then click **'Next'**

Create a new Lightning page

Build a one-page app for Lightning Experience and the mobile app.

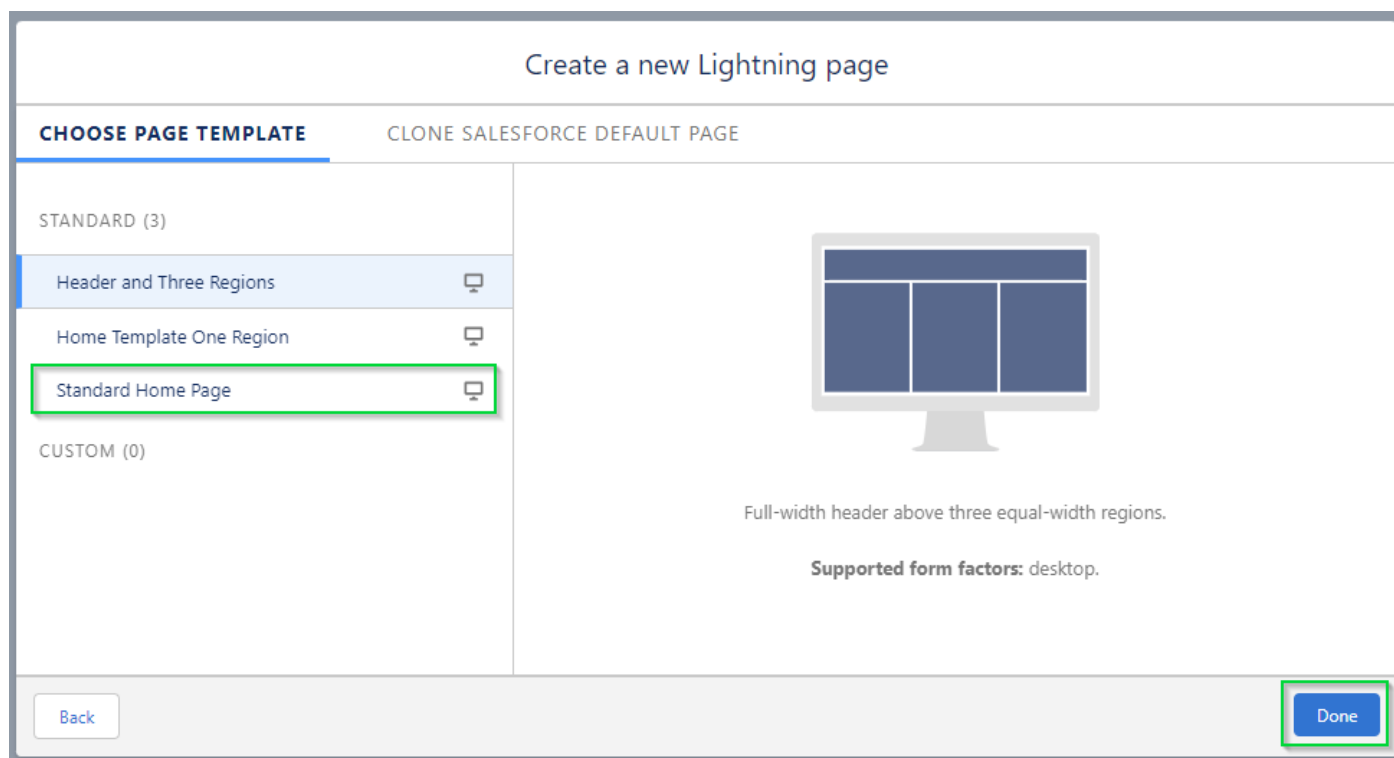
App Page
Home Page
Record Page

Enter a new name in the **'*label'** field e.g. New Home Page, then click **'Next'**.

Create a new Lightning page

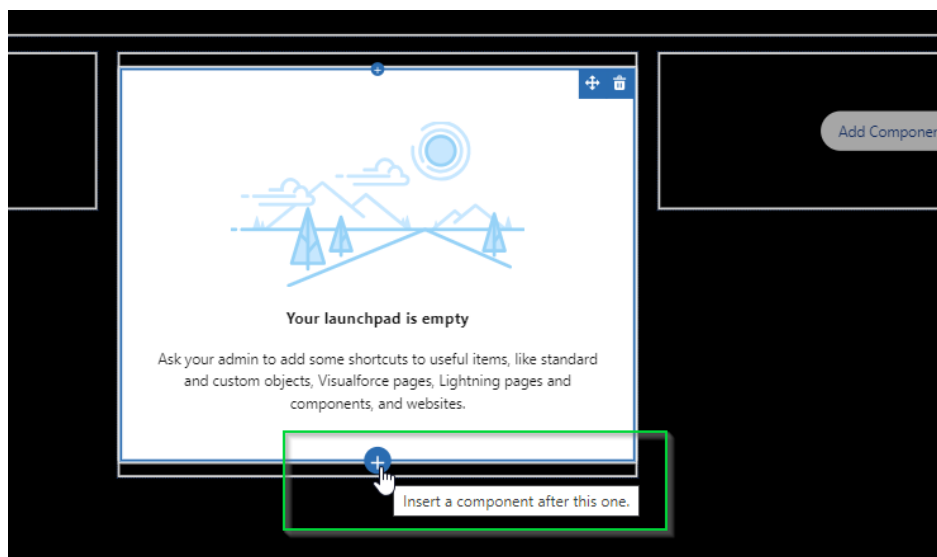
* Label

Select your Page Template – Standard Home Page is the recommended. Then click **‘Done’**



Congratulations you have created your new Home Page!!!

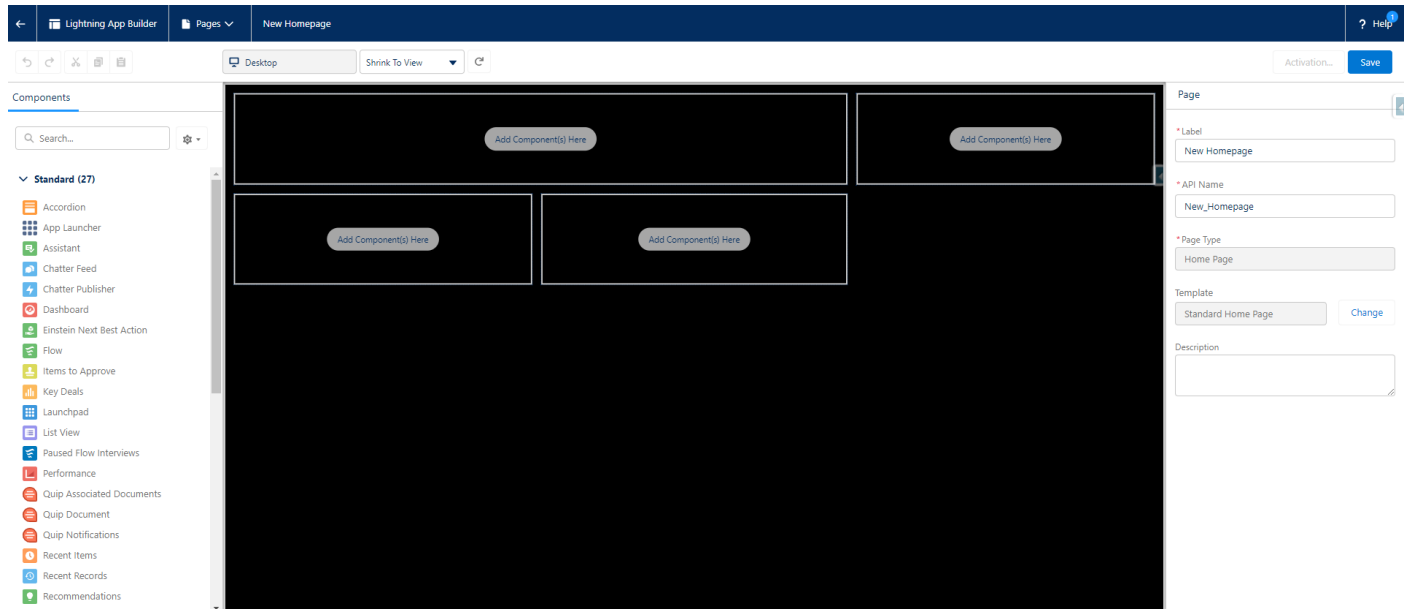
To add additional component sections click the **‘+’** under the component section. You will then be able to select items from the left hand menu.



How to add Components to the Home Page?

This is the super exciting part.

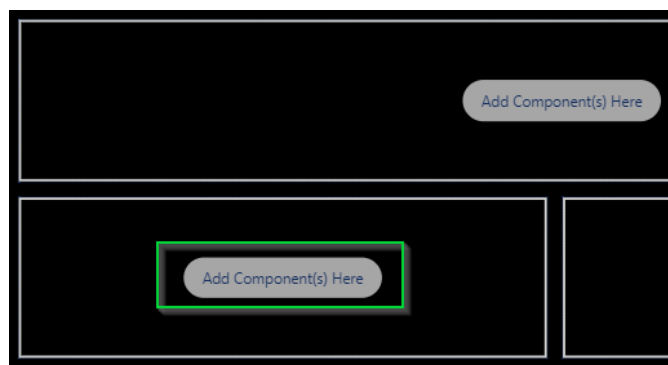
On the right hand side are all the components you can add to your new Lightning Homepage layout and once selected, you will be able to define using the left hand side of the screen.



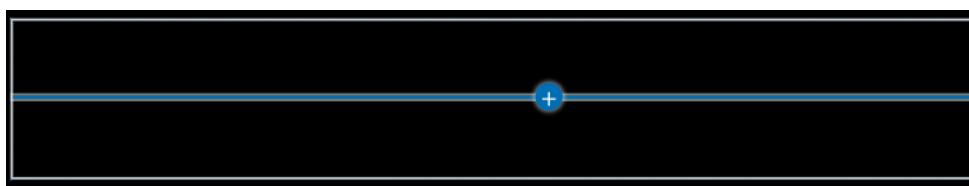
Lets get started!

Adding a Dashboard

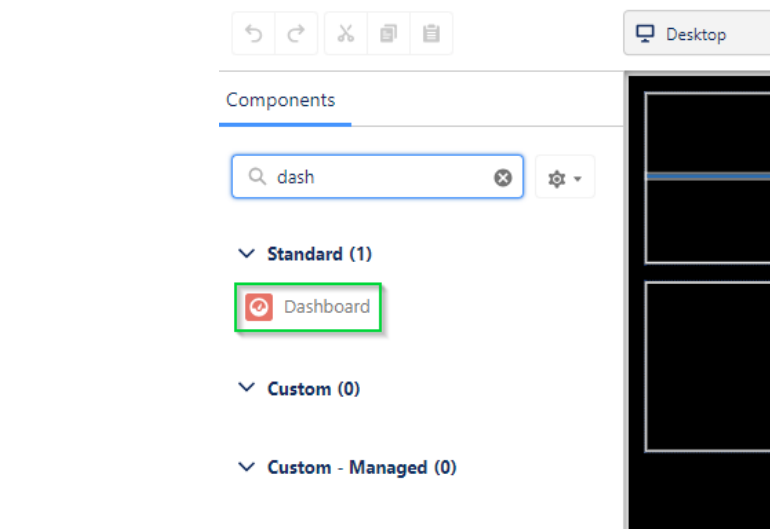
Click on any of the **'Add Component(s) Here'** fields.



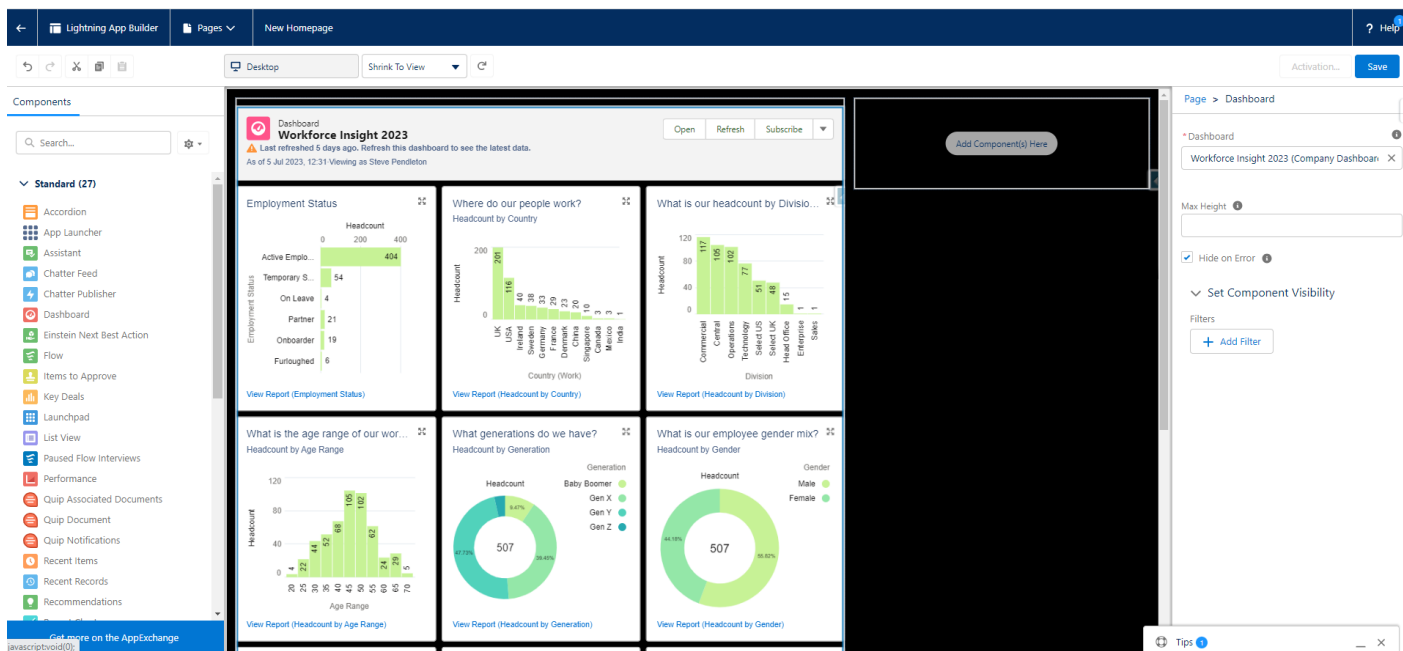
The component will change to this:



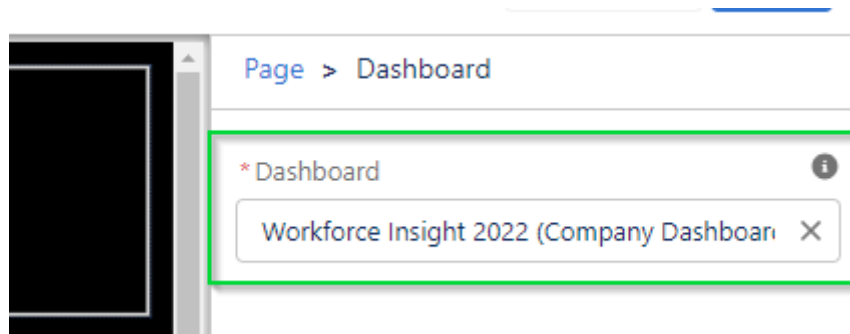
From the left hand menu select the **'Dashboard'** option.



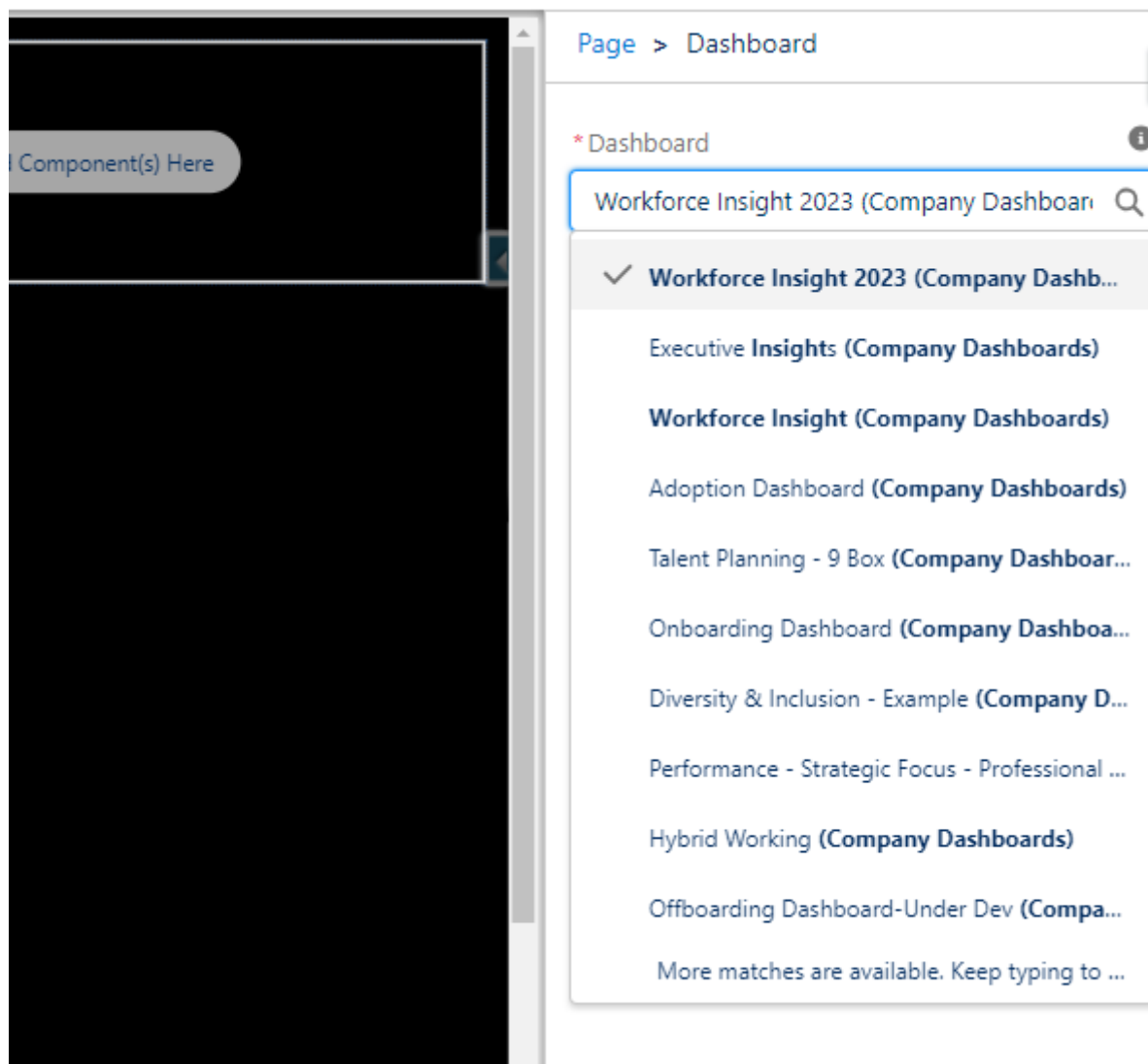
A default dashboard will appear but you can change using the left hand side of the page.



On the left hand side, click into the **'*Dashboard'** field the the available dashboards will appear.

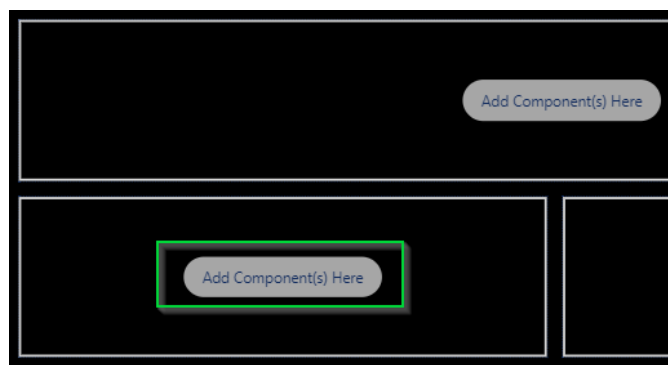


Select the dashboard you would like to show on the Home Page.

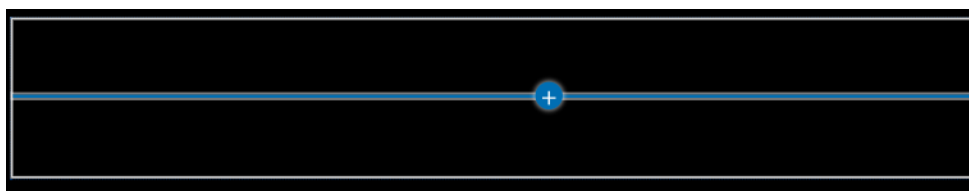


Adding Recent Records

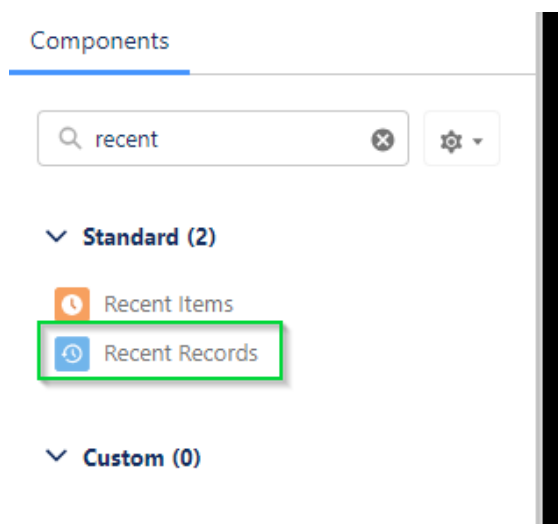
Click on any of the **'Add Component(s) Here'** fields.



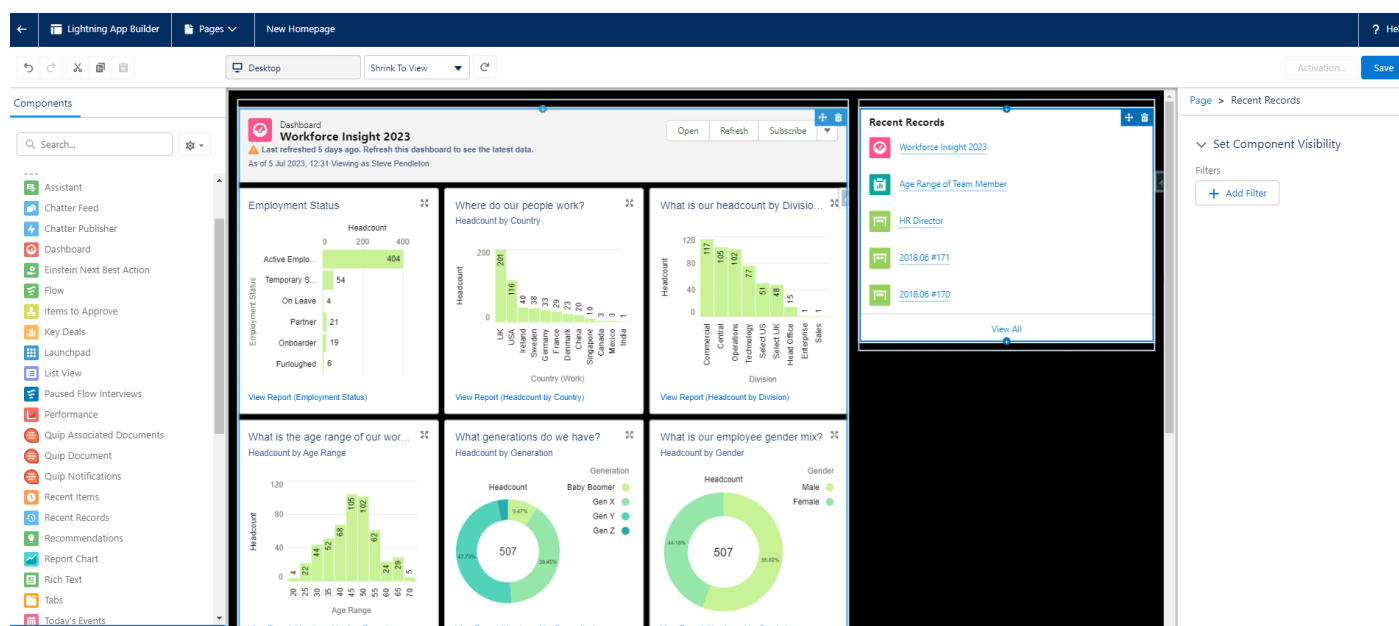
The component will change to this:



From the left hand menu select **'Recent Records'**.

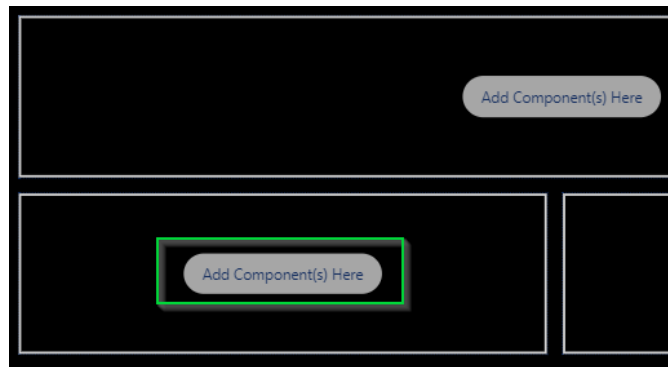


A list of records that you have viewed recently e.g. a team member will appear. This is a nice quick way to go back to that item.

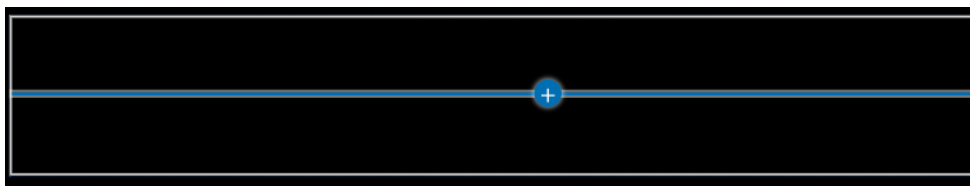


Adding Items to Aprove

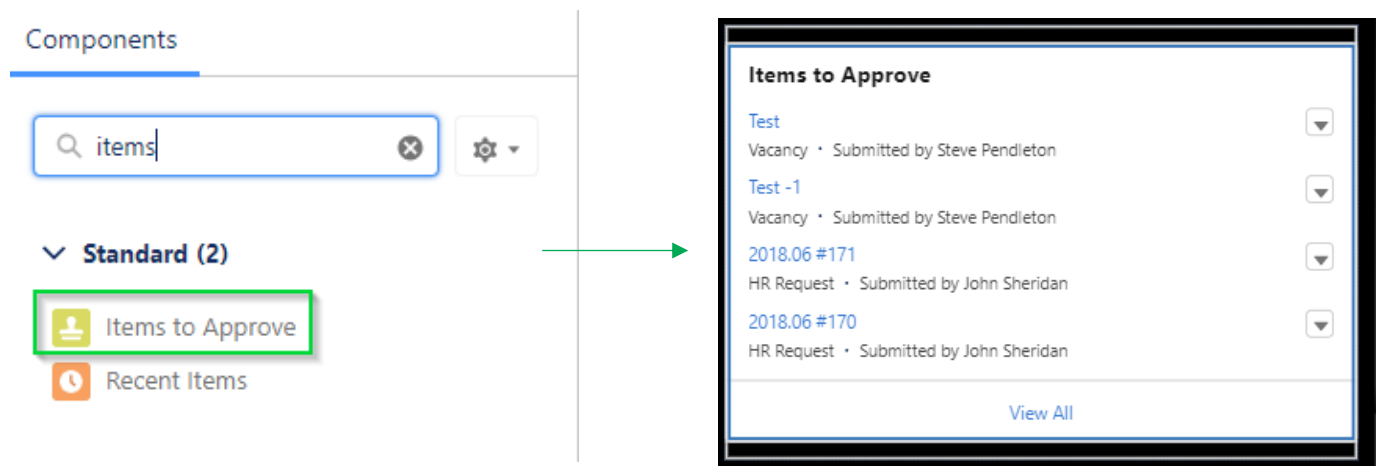
Click on any of the **'Add Component(s) Here'** fields.



The component will change to this:

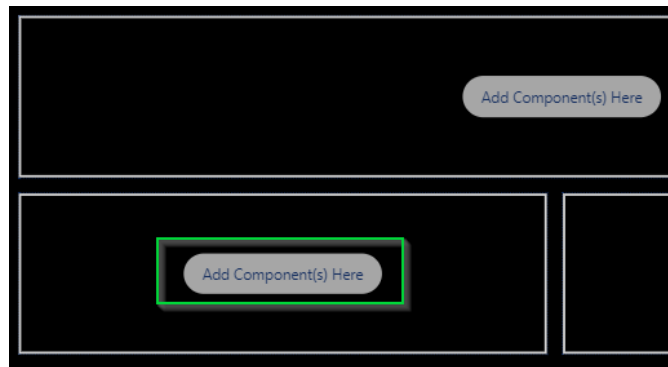


From the left hand menu select **'Items to Approve'** e.g. HR requests, Vacancy request.

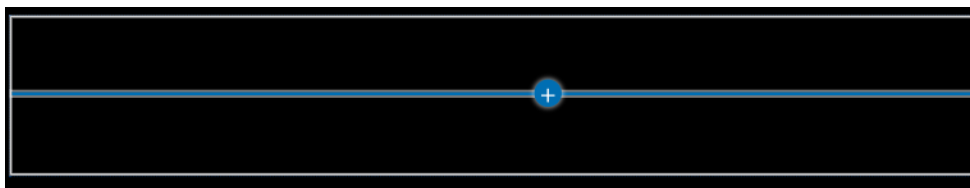


Adding a Launch Pad – quick navigation links

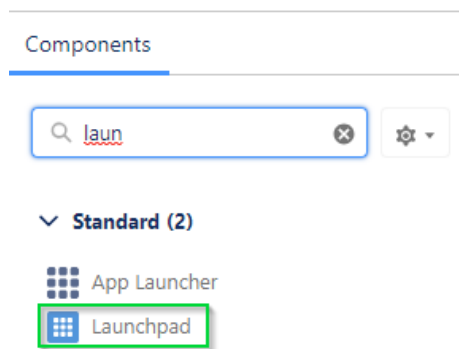
Click on any of the **'Add Component(s) Here'** fields.



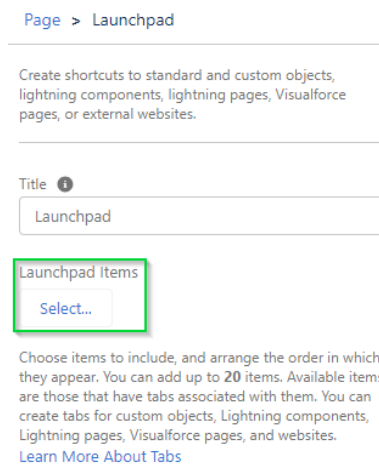
The component will change to this:



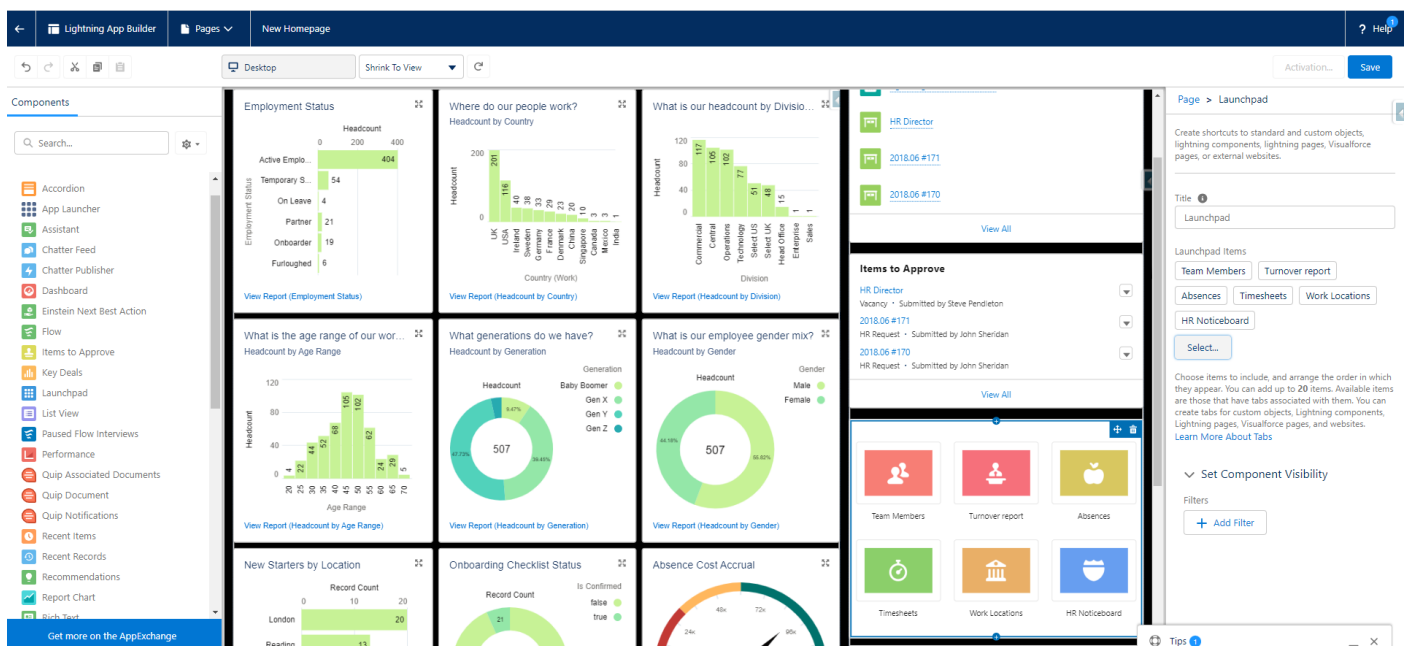
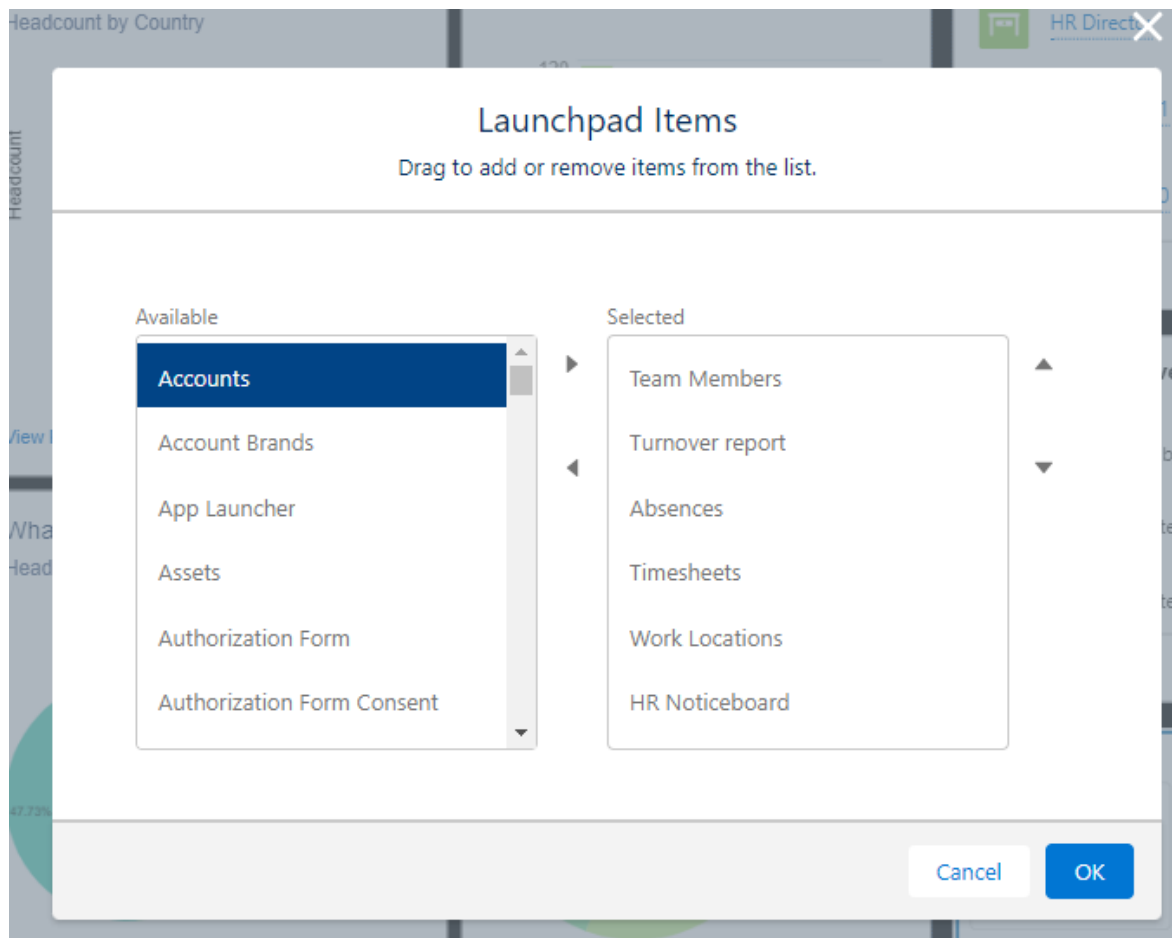
From the left hand menu select **'Launch Pad'**.



From the right hand menu you will be able to select which Launch Pad items you would like by clicking the following:

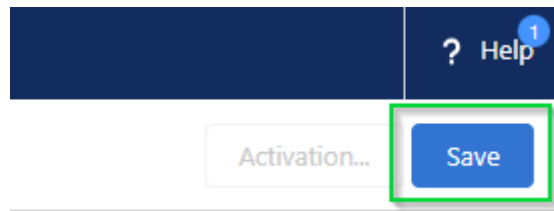


The below screen will be displayed so you can select the items you would to display on the Home Page. Recommend to choose 6 Launchpad items e.g. Team Member, for a HCM Lightning Home Page or Candidates for a Recruit Lightning Home Page.

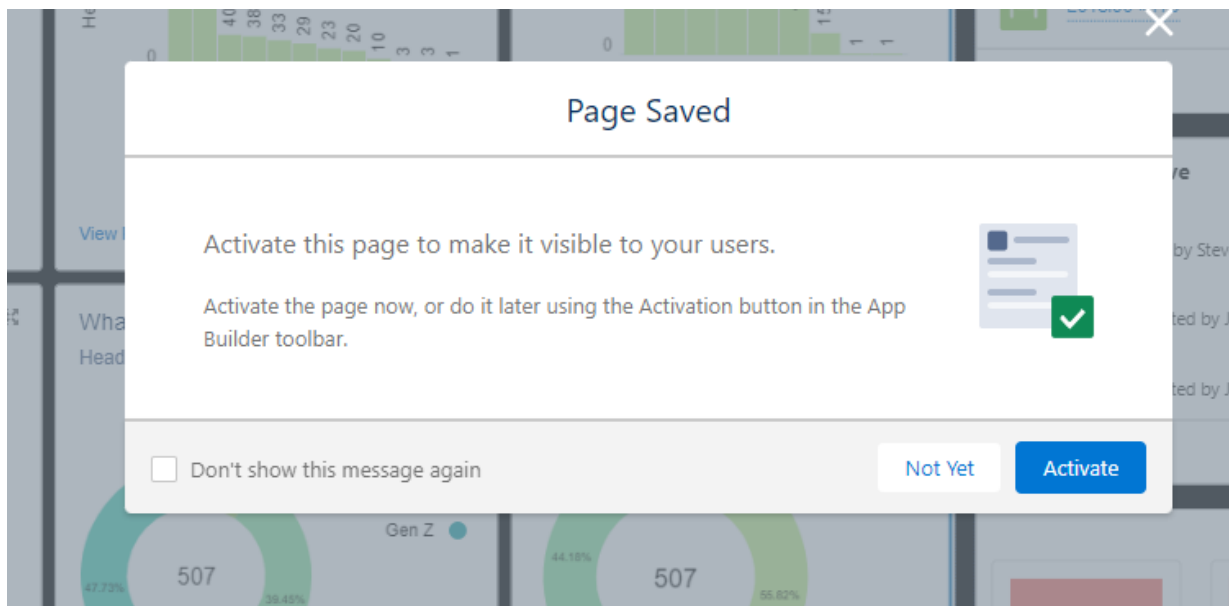


Activating your New HomePage

You will now be able to **'Save and Activate'** your new Home Page. Click **'Save'**.



You will be shown the following message:



If you are not ready to activate click **'Not Yet'** and the Homepage will be saved but won't be live (activated).

If you would like your Homepage to be available to users click **'Activate'**.

Activation: New Homepage

Home pages can be assigned at different levels:



The org default home page is displayed unless more specific assignments are made.



The app default home page is displayed for specified apps, and overrides the org default.



Any app and profile assignments are displayed for specified app and profile combinations, and they override all other assignments.

[Learn more about forecast page assignment in Salesforce Help.](#)

Org Default

App Default

App and Profile

Set this home page as the org default to display for all users unless other assignments apply.

[Assign as Org Default](#)

Close

You have the option to assign as the org default, therefore all users will see the new Homepage or you can activate just for a certain App. For example, **App Default** e.g. HCM Lightning, Recruit Lightning or for **App and Profile** e.g. HCM Lightning app and HR Manager Profile or Recruit Lightning app and Recruit administrator profile.

Once you have set your assignments please ensure you click **'Save'**.

Now you are ready to test with a user who meets the assignment criteria.

Well done!!

Useful Links here:

https://trailhead.salesforce.com/content/learn/modules/lightning_app_builder/lightning_app_builder_homepage



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