HOW TO GUIDE

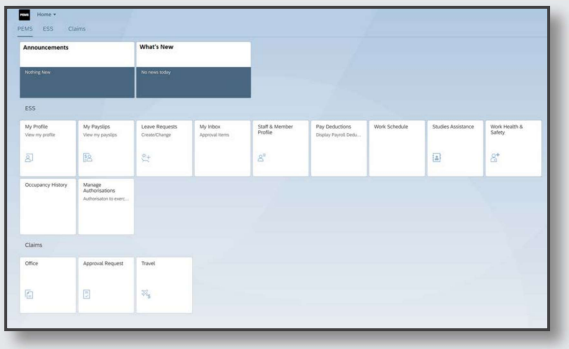
HOMEPAGE AND TILE FUNCTIONS

This guide will cover:

1. Adding/deleting a PEMS tile
2. Editing your PEMS homepage

The PEMS homepage

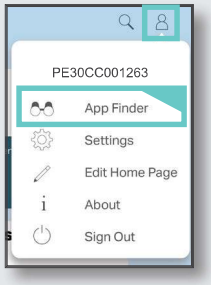
By default your PEMS homepage includes tiles:



However, depending on your role within the office you may need to add additional tiles such as Approve Leave and Manage Authorisations.

How to add a tile

1. Log in to PEMS
2. Click on the **Person Icon** at the top right hand corner of your screen
3. Select **App Finder**
4. Search for the tile you require
5. Click on the **Pin** and select what **Group** you want the tile to appear in
6. Select **Close**



Return to the homepage and the tile/s you have added will appear. To change the position of the tiles on your homepage, simply select the tile and drag into position.

For further information or support:

MaPS

Non-travel related work expenses and HR services and advice.

maps.finance.gov.au

IPEA

Travel related advice, travel claim or reporting enquiries relating to parliamentarians and their employees.

ipea.gov.au