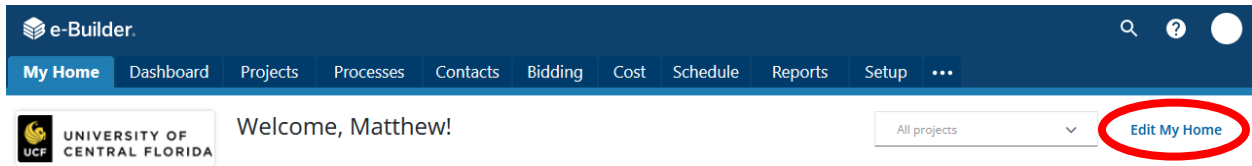# Customizing the e-Builder Home Screen
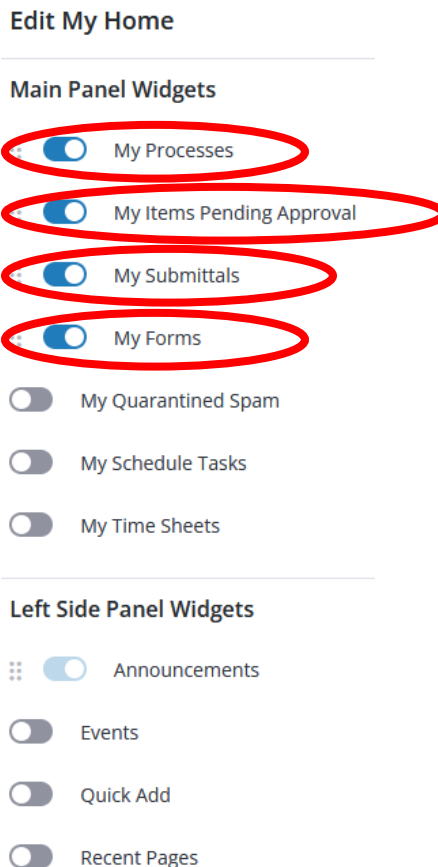
As part of ongoing customization efforts, e-Builder has added new options for each user to edit their home screen (previously known as "Your Court"). This guide will instruct on how to edit these settings and specify which options UCF Planning, Design and Construction staff are expected to use as a baseline default.

1) On the eB Home Screen, click the Edit My Home button.

2) The Edit My Home panel will open. Choose, at minimum, the following PDC-required widgets via the toggle buttons in the following order:

   a. My Processes
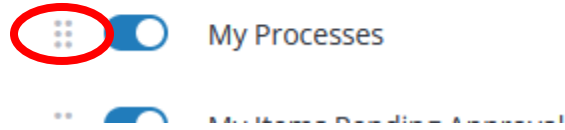   b. My Items Pending Approval
   c. My Submittals
   d. My Forms

3) Use the six-dotted drag spots to click and drag the widgets into the proper order.

Edit My Home

Main Panel Widgets

My Processes

4) Turn on any other widgets you want enabled, but move them below items a-d.
5) Click Edit My Home again to close the panel and save your settings.