Setting up your Business Workplace Layout
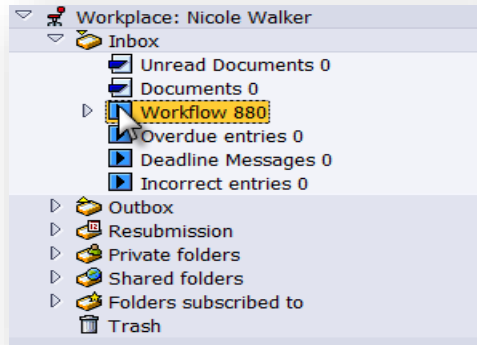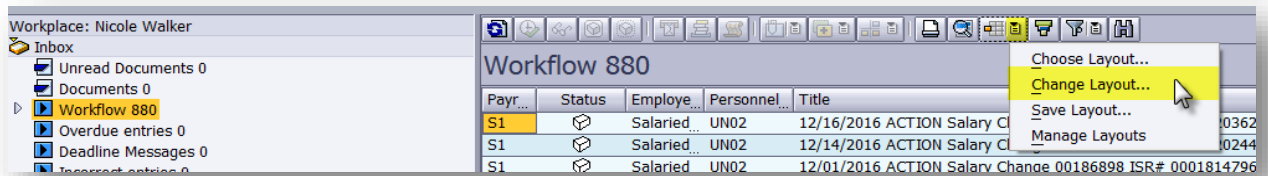# For Approving ISRs

I.   Select Workflow from the Inbox options on the left side of your screen

II. Then select 'Change Layout' from the icons above your business workplace queue

III. Here you will be able to design your workplace queue, and the columns you would like displayed.

Highlight row you would like removed or added, and then select the left or right arrows or you can double click on the row to achieve the same result.

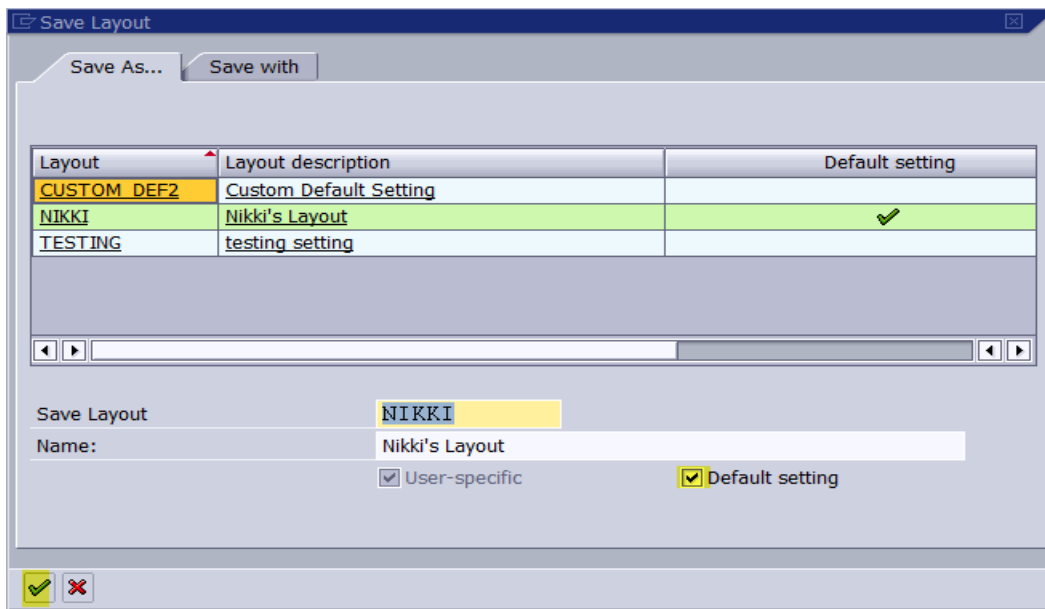# Setting up your Business Workplace Layout
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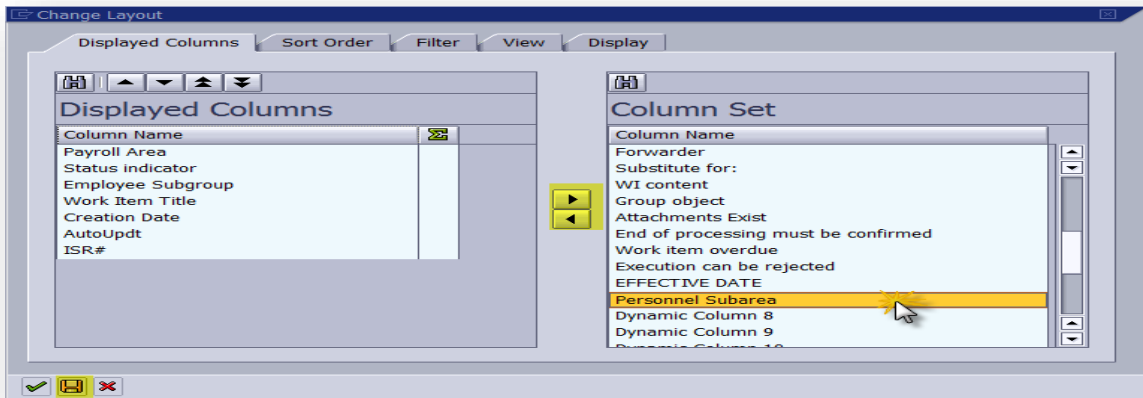
IV. If you wish to change the order in which the columns are displayed you can highlight the row, then use the arrows above the displayed columns to move them. *Be sure to select save, once you are finished.*
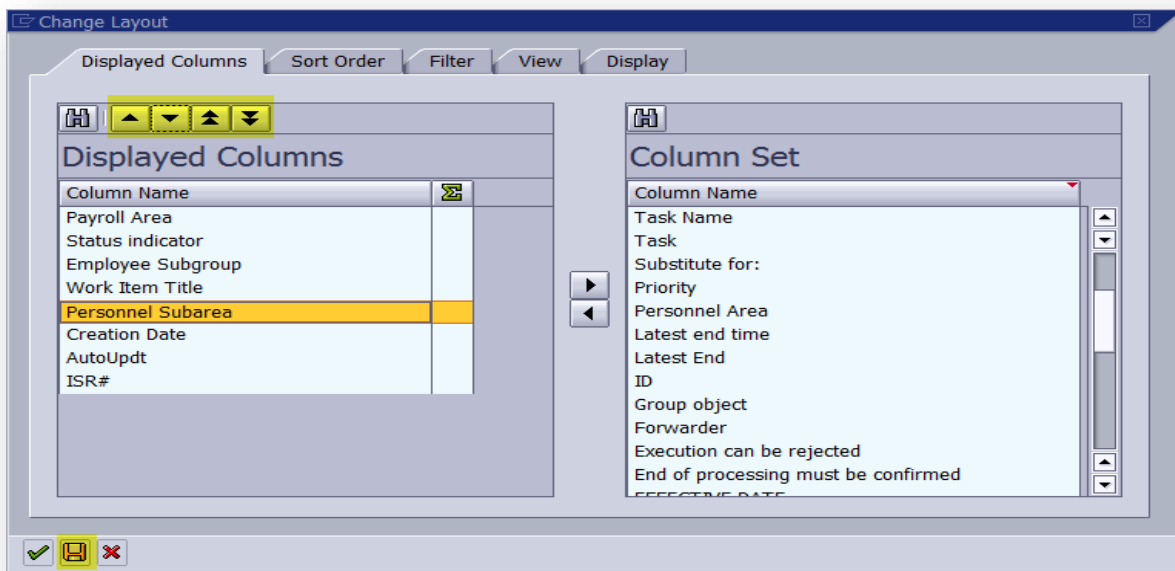

V. Once you click save, you will need to give your layout a name. Be sure to check default setting as well. *This will ensure this will be your default setting each time you go into your business workplace. Select green check*.

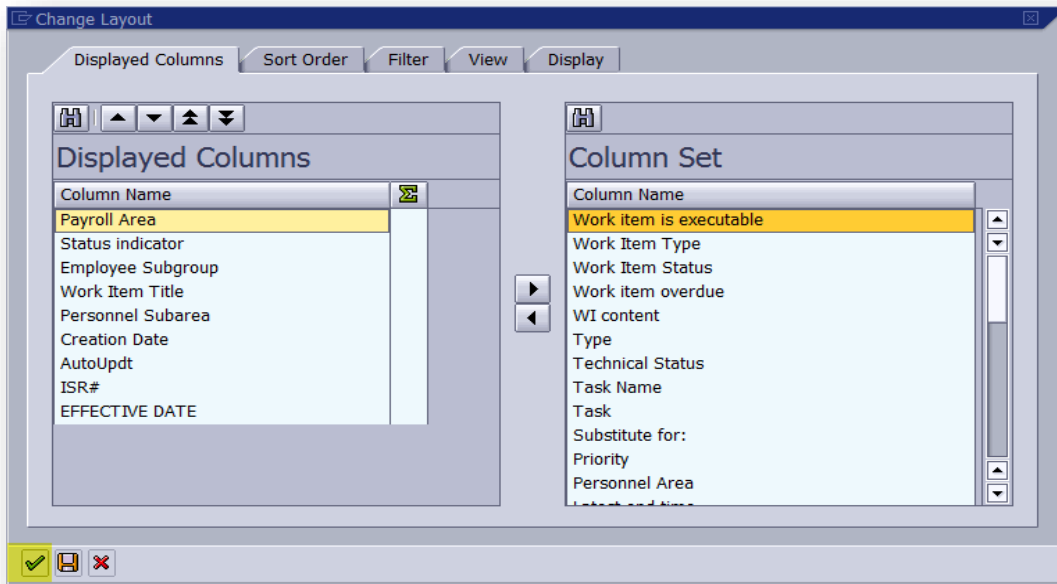# Setting up your Business Workplace Layout
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VI. If you have made changes to your layout before, you will receive this message. Select Yes.
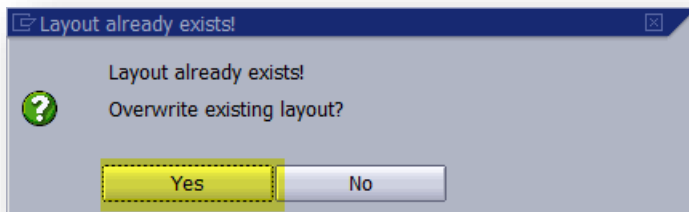
VII. Your change layout screen will appear again, select green check

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VIII.   Follow steps again, anytime you wish to make changes to your layout