



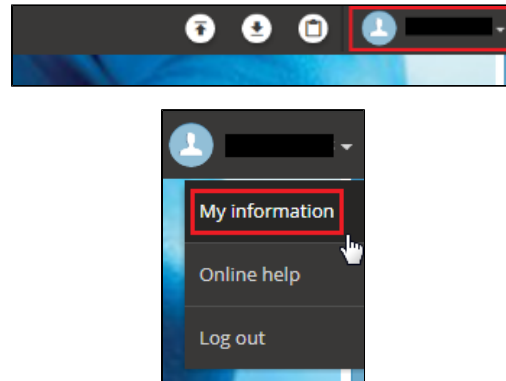
Manage Homepage Widgets

 This page includes steps on how to manage the homepage widgets in Keepeek.

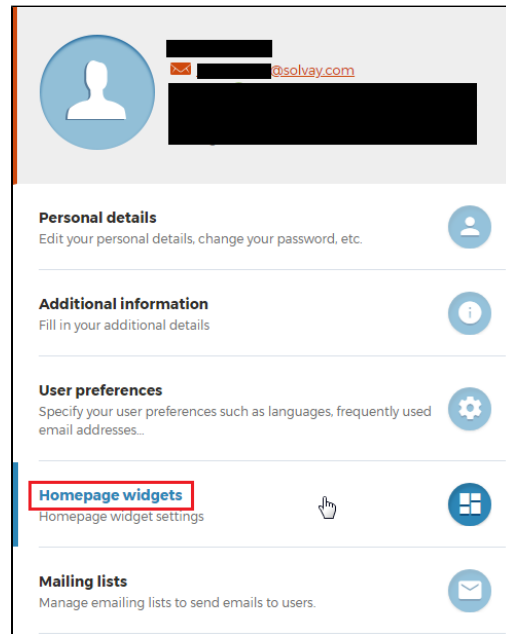
 Report any issues/clarify doubts to Web Contribution (Data) team [here](#).

 [Keepeek tips](#)

In the top menu, **click on your username** and **select my information option**.



On the left menu, **click homepage widgets**.



You then can manage the widgets that are currently in your homepage.

To add a new one, **click add widget** and you can either **add to the left or to the right column**.

Organize your homepage widgets

Organize the homepage widgets. To do this, add and reposition the widgets by dragging and dropping them, and move them from one column to the other according to your wishes.

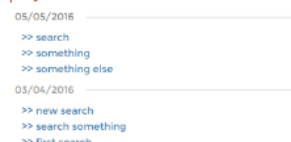
Add a widget to the left +

Add a widget to the right +

Newly added items

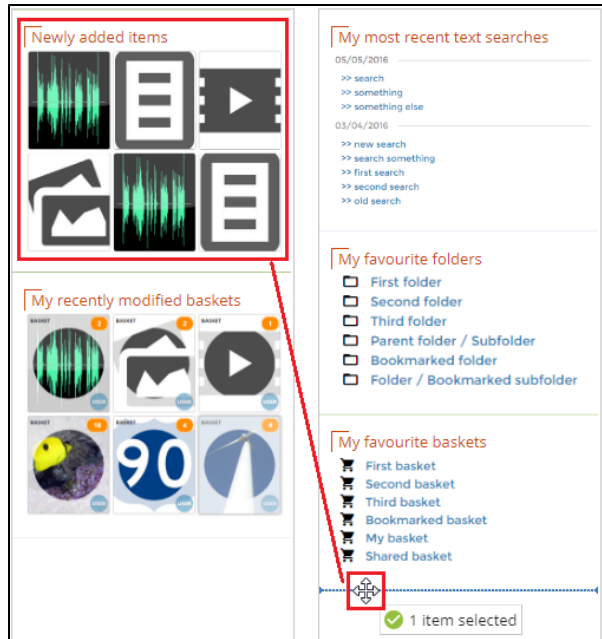


My most recent text searches

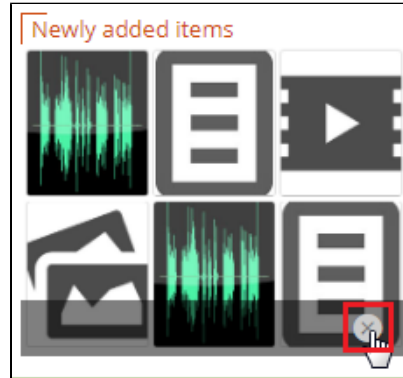


In order to move the widget to a different position, simply **drag where you want the widget**.

It can be from one column to the other or simply up and down inside the same.

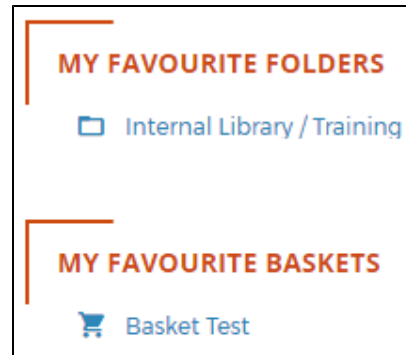


To remove simply **locate the widget, put your cursor on top** of it and **click X** on the right bottom corner.

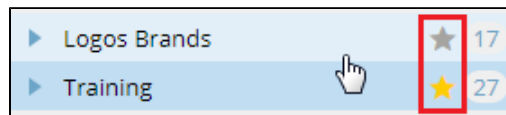


At the end of any actions do not forget to **save your changes**.

In order to pick items to put in your favorites you need to **locate** and **click the star icon**.




For example, to add a favorite folder, **locate it** and when you **put your cursor on top** of the folder's name a star icon will be available on the right. **Select it** and the star will turn yellow to indicate it is added in your favorites list.



To add a basket to your favorites, **locate** ([how to](#)), **open** and on the left, near all its information, **click the star icon**.

[Return to the basket list](#)



Basket Test
Status: Activated
Download: High resolution
Shared by: [REDACTED]

[Properties](#) [News feed \(3\)](#)

