## Managing Oracle Tiles / Apps

This process is used to hide or unhide Oracle Tiles on the application screen. User roles sometimes present more tiles & functionality than a user requires or frequently uses. These can be hidden (or later unhidden) using the steps below.

<table>
<thead>
<tr>
<th>Process Step &amp; Description</th>
<th>Action</th>
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</table>
| 1.1 Go to the Personalized “Me” page | Navigation Path:  
➢ Me |

![Image of Me page]

1. 2 Click on the “+” icon at the end of the tiles

![Image of Apps screen]

This will open the “Apps” screen that shows a list of tiles by category available to you.
Select the Apps you wish to hide or unhide

Check (to unhide) or uncheck (to hide) any apps / tiles per your preference. Some examples of functionality that can be hidden for now are:

- “My Client Groups”
- “Benefits Administration”
- “Payroll”
- “Sales”
- “Service”
- “Help Desk”
- “Contract Management”
- “Product management”
- “Intercompany Accounting”
- “Configuration”

Under “Me”, for now only “Expenses” should be checked.