

## CUSTOMIZE YOUR SOPHIA HOMEPAGE

To make Sophia work for you, customize your Home Page. Follow the instructions below.

1. Click **Customize Home Page**
  - a. Located under Tasks at upper right hand corner of page

**Welcome, Erin Gallagher**

| Record                   | Created      | Created By        |
|--------------------------|--------------|-------------------|
| Receipt: 0593964         | Jan 23, 2017 | Liaerch Jermenson |
| Receipt: W 12-22-15      | Dec 28, 2015 | Jolene Griffith   |
| Receipt: Receipt id:9654 | Nov 18, 2014 | Jolene Griffith   |

**Online CDAs Entered**  
You have no Related Online CDAs in the system.

**Tasks**

- New Disclosure
- Request New Online MTA
- Request New Online CDA
- **Customize Home Page**

2. Choose Widgets from the Available Home Page Widgets section
  - a. Select the Widget that will apply to your needs.
  - b. Click Add to Home Page
  - c. Choose one or all the categories
  - d. You can add or remove categories at any time
  - e. You will be able to set the order to appear on your homepage
3. Set order for your Widgets to appear on your homepage
  - a. You can change the order at any time
4. Click Finish when you have set the display order

**Customize Home Page**

| Widget Name                   | Description                                      |                                  |
|-------------------------------|--|----------------------------------|
| Latest Agreements You Entered | None   | <a href="#">Add To Home Page</a> |
| Inventor Agreement            | For inventors, a list of your agreements.        | <a href="#">Add To Home Page</a> |
| Inventor Homepage             | For inventors, a list of your inventions.        | <a href="#">Add To Home Page</a> |
| Latest Inventions You Entered | Latest Inventions You Entered                    | <a href="#">Add To Home Page</a> |
| Records in Progress           | Unconfirmed records so you don't lose your work! | <a href="#">Add To Home Page</a> |
| Online MTAs Entered           | Show Recent Online MTAs                          | <a href="#">Add To Home Page</a> |
| Online CDAs Entered           | Show Recent Online CDAs                          | <a href="#">Add To Home Page</a> |
| Your Online Disclosures       | Your Online Disclosures                          | <a href="#">Add To Home Page</a> |

| Widget Name             | Title                   | Sort Order |                          |
|-------------------------|-------------------------|------------|--------------------------|
| Records in Progress     | Records in Progress     | 1          | <input type="checkbox"/> |
| Online CDAs Entered     | Online CDAs Entered     | 2          | <input type="checkbox"/> |
| Online MTAs Entered     | Online MTAs Entered     | 3          | <input type="checkbox"/> |
| Inventor Homepage       | Inventor Homepage       | 4          | <input type="checkbox"/> |
| Your Online Disclosures | Your Online Disclosures | 5          | <input type="checkbox"/> |

[Finish](#)

5. View your homepage
  - a. Click on Home in the upper left corner of the page

**Welcome, Erin Gallagher**

| Record                   | Created      | Created By |
|--------------------------|--------------|------------|
| Receipt: 0593964         | Jan 23, 2017 | [REDACTED] |
| Receipt: W 12-22-15      | Dec 28, 2015 | [REDACTED] |
| Receipt: Receipt id:9654 | Nov 18, 2014 | [REDACTED] |

**Online CDAs Entered**  
You have no Related Online CDAs in the system.

**Online MTAs Entered**

| Name                  | Online MTA Status | First Request Date | Description of Materials | Prima   |
|-----------------------|-------------------|--------------------|--------------------------|---------|
| OMTA-17-0126 Declined | Declined          | Mar 22, 2017       | test materials           | Erin Ga |

**Inventor Homepage**  
You have no Inventions in the system.

**Your Online Disclosures**  
No Disclosures

**Records**  
- Find Records