



Pin Tiles in EEM

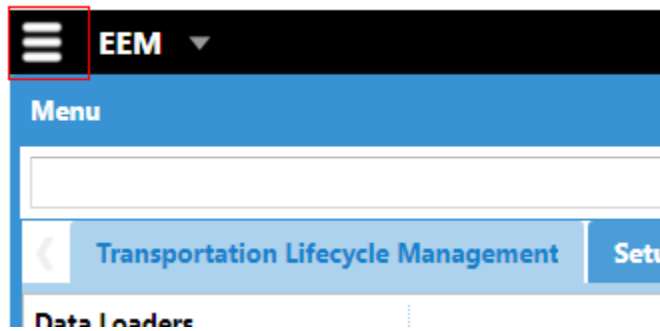
EEM has the ability to pin tiles to your homepage in order to easily access the user interfaces required to complete the appointment process. This guide will show step by step directions on how to pin tiles.

The tiles recommended to pin are the following:

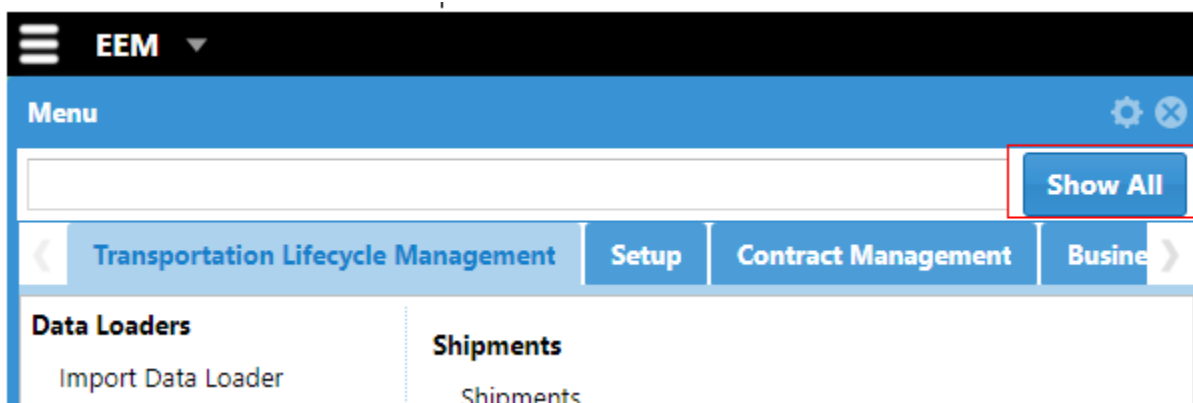
- Purchase Orders
- ASNs
- Create ASN from PO – Shipping
- Appointments

Please follow the process below to pin the tiles to your homepage.

1. Login to EEM and click on the three lines in the top left of your screen to access the Menu.



2. Click Show All to open all tabs

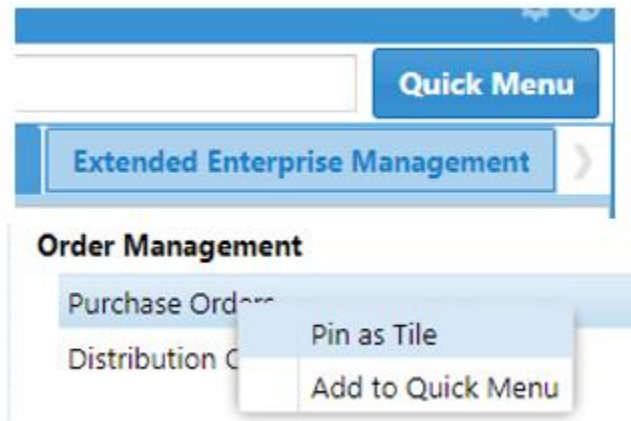




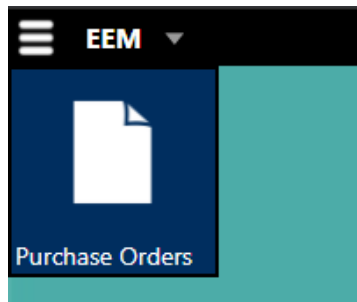
Virginia Alcoholic Beverage
Control Authority



3. Under the Extended Enterprise Management tab find the user interface titled **Purchase Orders** and right click.



4. Click on Pin as Tile.
5. Close out of the menu.
6. You have now pinned the tile to your home screen.

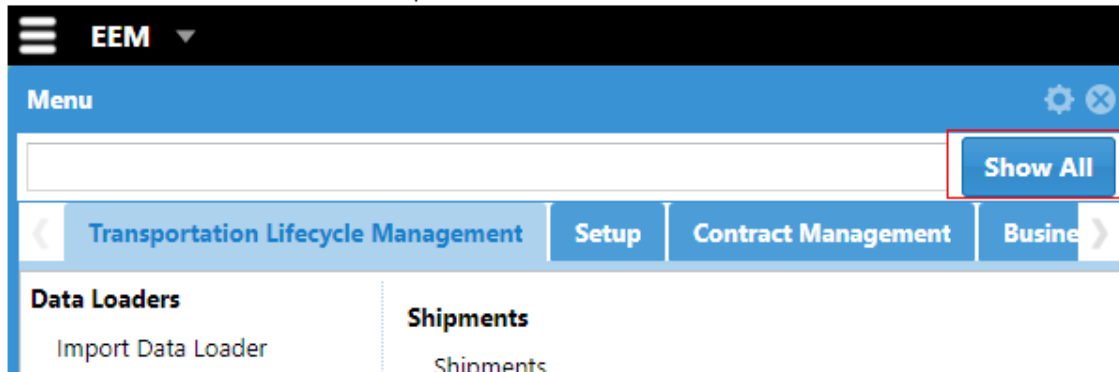




Virginia Alcoholic Beverage
Control Authority



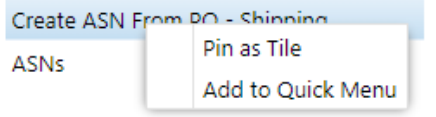
7. Click back into the menu and click Show All to open all tabs



8. Click on the Extended Enterprise Management tab and look under Shipment Management to find the **ASNs user interface** and the **Create ASN from PO - Shipping user interface**.
9. Right click on each user interface and click Pin to Tile (just like you did in step 3 for the Purchase Order user interface).

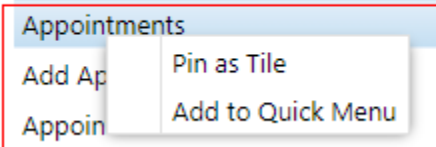
Shipment Management

Shipments
Importer Security Filings
Parcel Manifests
Track Parcels



10. Under the Yard Management tab find the user interface titled **Appointments**.
11. Right click on the user interface and click Pin to Tile (just like you did in step 3 for the Purchase Order user interface).

Appointment Management



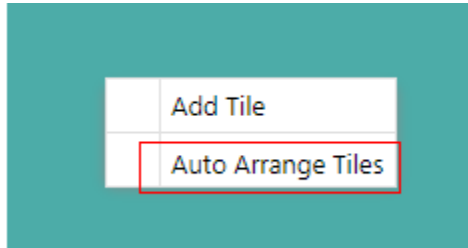
12. Once you have pinned all of the tiles you would like, close the menu. When you return to the home screen it will look like only one tile is pinned.



Virginia Alcoholic Beverage
Control Authority



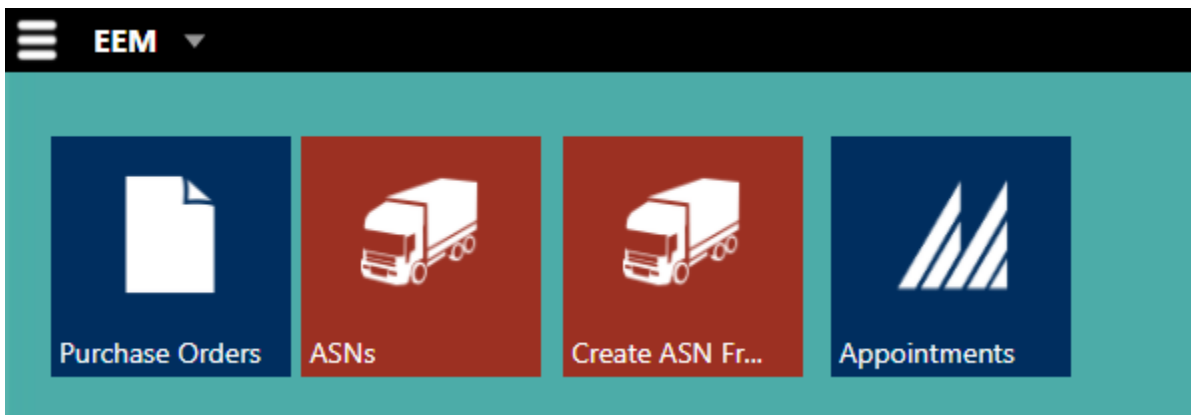
13. On the home page, right click anywhere in the teal background and click “Auto Arrange Tiles”



14. After clicking Auto Arrange Tiles, all of the tiles that you have pinned will appear on the home page.

15. You now have access to all the tiles that you have pinned. If you would like to arrange your tiles in chronological order, you can drag and drop the tiles as needed. The chronological order is as follows:

- Purchase Orders
- ASNs
- Create ASN from PO – Shipping
- Appointments



If you have any questions regarding pinning tiles to the home screen, please contact EEMTraining@virginiaabc.com.