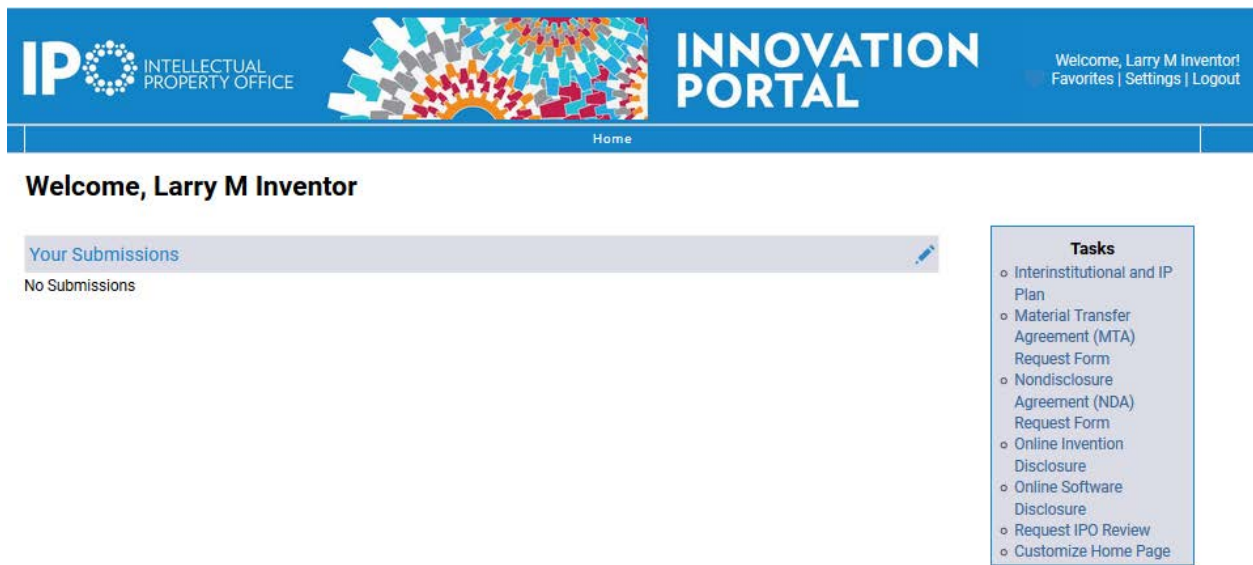


How to customize your iPortal Home Page

To get the maximum visibility to your personal activity, the Intellectual Property Office (IPO) recommends you customize your iPortal home page the first time you access the iPortal.

1. In the **Tasks** box on the right side of the page select **Customize Home Page**.



The screenshot shows the iPortal interface. At the top, there is a blue header with the IP logo, the text 'INTELLECTUAL PROPERTY OFFICE', a colorful abstract graphic, and the text 'INNOVATION PORTAL'. On the right side of the header, it says 'Welcome, Larry M Inventor' with links for 'Favorites | Settings | Logout'. Below the header, there is a navigation bar with a 'Home' link. The main content area displays 'Welcome, Larry M Inventor' and a 'Your Submissions' section showing 'No Submissions'. On the right side, there is a 'Tasks' menu with the following items: Interinstitutional and IP Plan, Material Transfer Agreement (MTA) Request Form, Nondisclosure Agreement (NDA) Request Form, Online Invention Disclosure, Online Software Disclosure, Request IPO Review, and **Customize Home Page**.

2. A list of Available Home Page Widgets including the name and description of the widget will appear on page titled Customize Home Page
3. Press the **Add to Home Page** button next to all the widgets you want to add to your home page.



Customize Home Page

[Customize Page](#)

Available Home Page Widgets

Widget Name	Description	
Latest Agreements You Entered	None	Add To Home Page
Inventor Agreement	For inventors, a list of your agreements.	Add To Home Page
Inventor Homepage	For inventors, a list of your inventions.	Add To Home Page
Inventor Projects	For inventors, a list of your projects.	Add To Home Page
Latest Inventions You Entered	Latest Inventions You Entered	Add To Home Page
Your Submissions	Displays all submissions created by you.	Add To Home Page
Latest Assigned Projects	Show Projects where you are assigned as a Project Manager	Add To Home Page

Current Home Page Widgets

Widget Name	Title	Sort Order	
Your Submissions	Your Submissions	<input type="text" value="100"/>	✕
Inventor Homepage	Inventor Homepage	<input type="text" value="100"/>	✕
Inventor Agreement	Inventor Agreements	<input type="text" value="100"/>	✕

[Customize Page](#) [Finish](#)

- You can customize the order widgets appear on your home page. Below the widget list on the Customize Home Page you will see the **Current Home Page Widgets section**. Number the Sort Order boxes in the order you would like to see the widgets on your home page. The Sort Order field with the lowest number will show first on the Home Page.
 (Note: this can be changed at any time)
- Click the Finish button at the bottom of the page.
- Now, you will see the newly added widgets on your customized home page.
- You can make changes to your homepage at any time by clicking the **Customize Home Page link in the Tasks box**.



Welcome, Larry M Inventor

Your Submissions

No Submissions

Inventor Homepage

You have no Inventions in the system

Inventor Agreements

You have no Agreements in the system

Tasks

- o Interinstitutional and IP Plan
- o Material Transfer Agreement (MTA) Request Form
- o Nondisclosure Agreement (NDA) Request Form
- o Online Invention Disclosure
- o Online Software Disclosure
- o Request IPO Review
- o Customize Home Page

If you have additional questions about the iPortal, please email iportal@lbl.gov or contact your IPO Technology Commercialization Associate.

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