



13 July 2022







Organising Fetch tiles

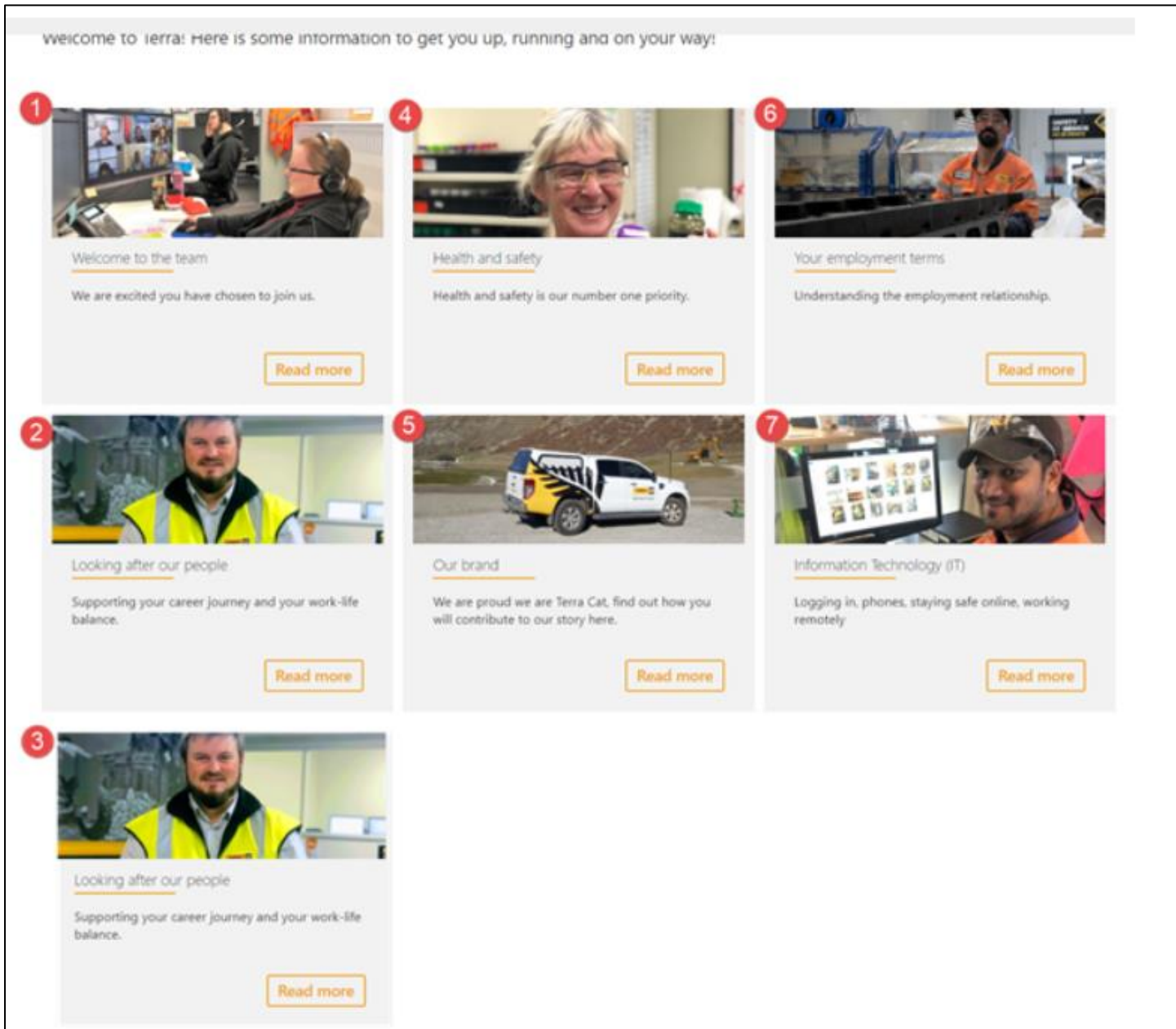
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To change the Tile order, you have to change the page order number
 The sequence it does is left column first then 2nd so if a tile gets added which adds a new row
 then all the numbers will need to be changed
 Example:

welcome to ierra! Here is some information to get you up, running and on your way!

<p>1</p>  <p><u>Welcome to the team</u></p> <p>We are excited you have chosen to join us.</p> <p>Read more</p>	<p>3</p>  <p><u>Health and safety</u></p> <p>Health and safety is our number one priority.</p> <p>Read more</p>	<p>5</p>  <p><u>Your employment terms</u></p> <p>Understanding the employment relationship.</p> <p>Read more</p>
<p>2</p>  <p><u>Looking after our people</u></p> <p>Supporting your career journey and your work-life balance.</p> <p>Read more</p>	<p>4</p>  <p><u>Our brand</u></p> <p>We are proud we are Terra Cat, find out how you will contribute to our story here.</p> <p>Read more</p>	<p>6</p>  <p><u>Information Technology (IT)</u></p> <p>Logging in, phones, staying safe online, working remotely</p> <p>Read more</p>



To know what number to change it to, best idea is to draw a diagram on a piece of paper of all the current tiles that are on the page in question, then figure out what number it needs to be.

Go to <https://terraindustrial.sharepoint.com/Pages/Forms/AllItems.aspx>

Locate the folder/s of where the new tile will be or where you need to change the order of tiles. We will take a look at tile 5 in the first image as an example (Your employment terms)

You need to go into the tile folder itself as below and in here is where it states the page order number of 5

Search

I'm New Here > Your Employment Terms

Health and Safety Working Here I'm New Here Projects

Fetch Home

+ New Upload Edit in grid view Share Copy link Sync Download Export to Excel Power Apps Automate

Pages > I'm New Here > **Your Employment Terms**

Name	Version	Modified	Modified By	Checked Out To	Promoted Item	Page Order
default.aspx	34.0	25 November, 2020	Anne-Marie Robinson			5

If this needed to be changed, here is how you would do that
 Select the 3 dots next to the **"default"** page > **"details"**

Edit in grid view Share Copy link Download Delete Pin to top Rename

Pages > I'm New Here > Your Employment Terms

Name	Version	Modified
default.aspx		5 November, 2020

1

- Preview
- Share
- Copy link
- Manage access
- Download
- Delete
- Automate >
- Rename
- Pin to top
- Move to
- Copy to
- Version history
- Alert me
- More >

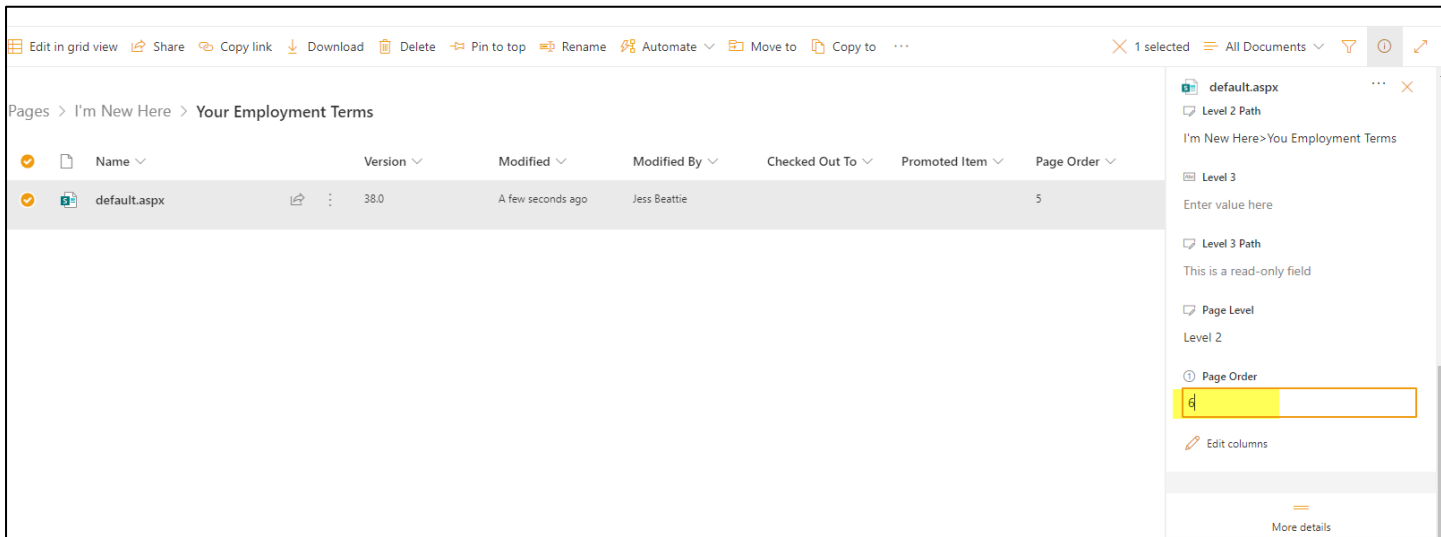
2

Details

Scroll down in the details bar until you see **“Page order”** then type in the new number and press enter

It will then automatically save.

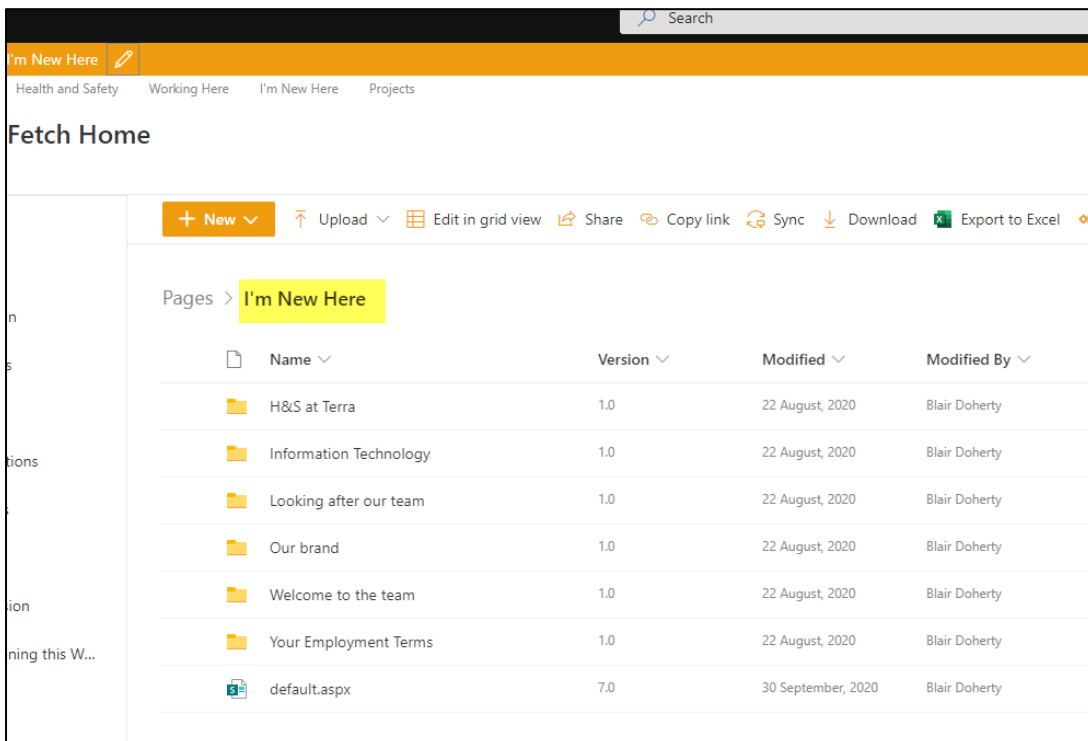
To double check that it has moved to its correct position, go to the Fetch page of where it shows.



The screenshot shows the TerraCat interface with the 'Your Employment Terms' page selected. The details bar on the right shows the 'Page Order' field, which is currently set to 5. The main table lists the page details:

Name	Version	Modified	Modified By	Checked Out To	Promoted Item	Page Order
default.aspx	38.0	A few seconds ago	Jess Beattie			5

You will need to do the above steps for each tile of that certain Fetch page, which in this example is the **“I’m new here”** page



The screenshot shows the TerraCat interface with the 'Fetch Home' page selected. The 'I'm New Here' page is highlighted in the list. The main table lists the page details:

Name	Version	Modified	Modified By
H&S at Terra	1.0	22 August, 2020	Blair Doherty
Information Technology	1.0	22 August, 2020	Blair Doherty
Looking after our team	1.0	22 August, 2020	Blair Doherty
Our brand	1.0	22 August, 2020	Blair Doherty
Welcome to the team	1.0	22 August, 2020	Blair Doherty
Your Employment Terms	1.0	22 August, 2020	Blair Doherty
default.aspx	7.0	30 September, 2020	Blair Doherty