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**Organising Fetch tiles**

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:

Graphical user interface, website

Description automatically generated

Graphical user interface, website

Description automatically generated

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

Graphical user interface, text, application, email, website

Description automatically generated

If this needed to be changed, here is how you would do that

Select the 3 dots next to the **“default”** page > “**details”**

Graphical user interface, text, application, email

Description automatically generated

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.

Graphical user interface, text, email, website

Description automatically generated

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

Graphical user interface, table

Description automatically generated