

Pinning Items on the Home Screen

Last Modified on 06/02/2025 1:26 pm EDT

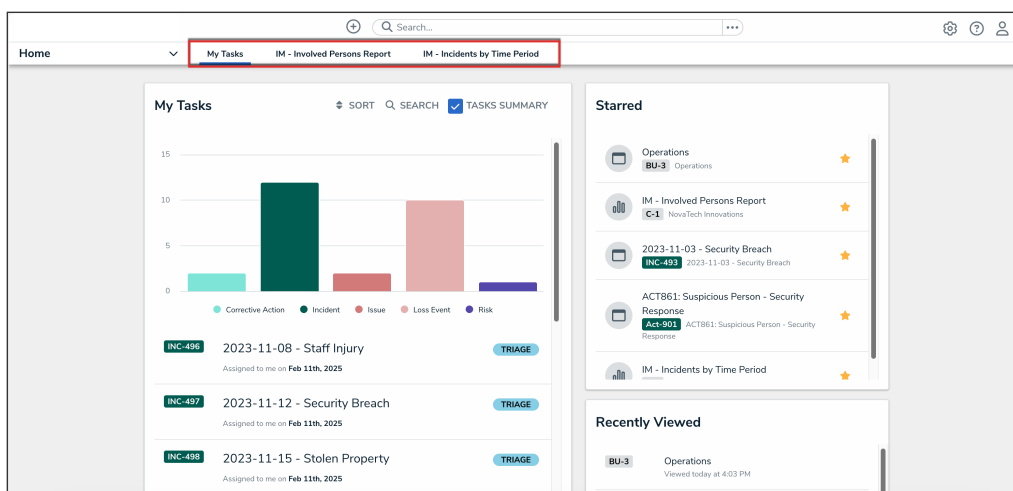
Overview

Users can pin reports, objects, and dashboards so that they appear as tabs in the nav bar on the **Home** screen.



Note:

Users can pin a maximum of five items to the **Home** screen.



Pinned Items on the Home Screen



Warning:

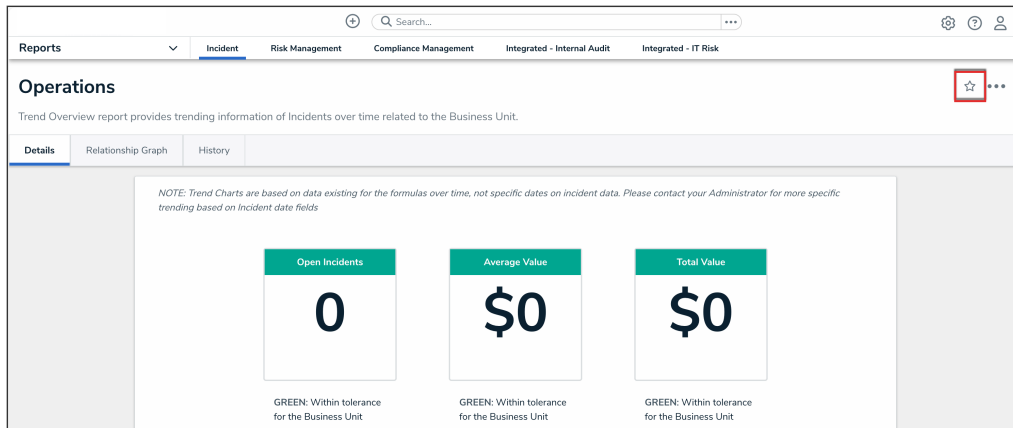
All **starred reports** are currently pinned by default and cannot be unpinned. This will be resolved in a future release.

Related Information/Setup

To learn more about starring items on the **Home** screen, please refer to the [Starring Items on the Home Screen](#) article.

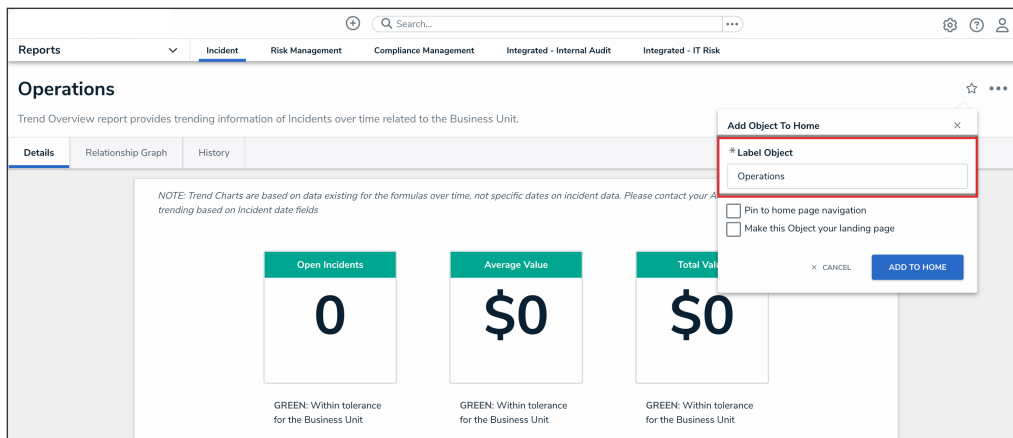
Pinning Items on the Home Screen

1. From the report, object, or dashboard you want to pin, click the **Add To Home** icon.



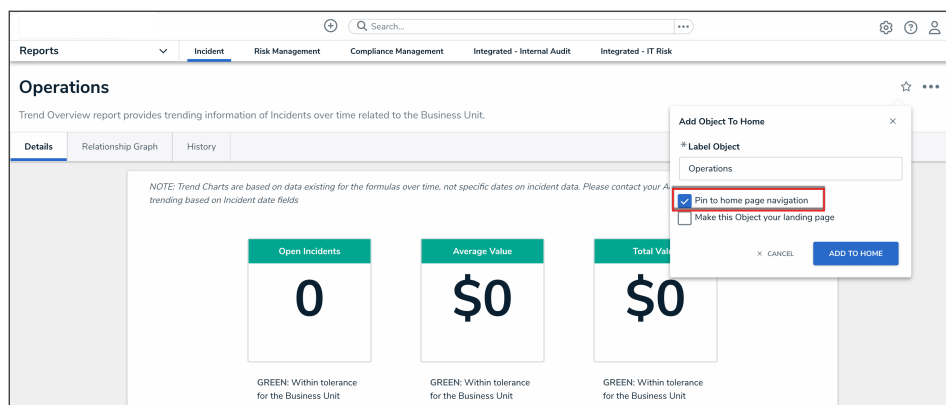
Add To Home Icon

2. **(Optional):** From the **Add To Home** pop-up, in the **Label** field, type a name for the pinned item.



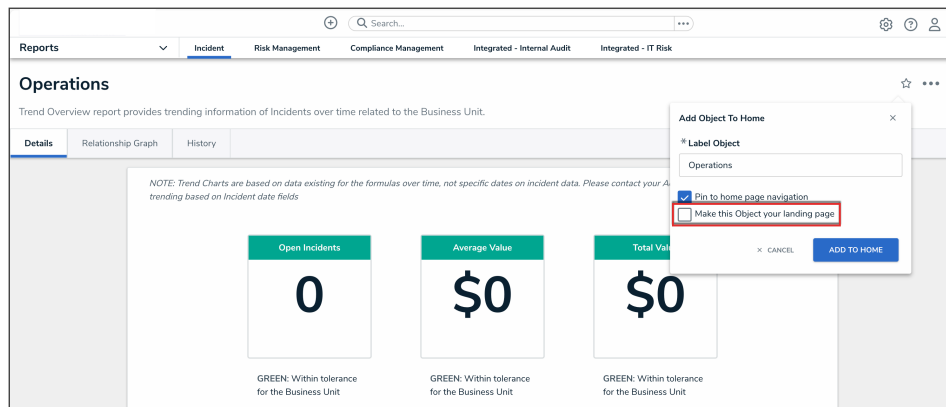
Label Field

3. Click the **Pin to home page navigation** checkbox to pin the item to your **Home** page.



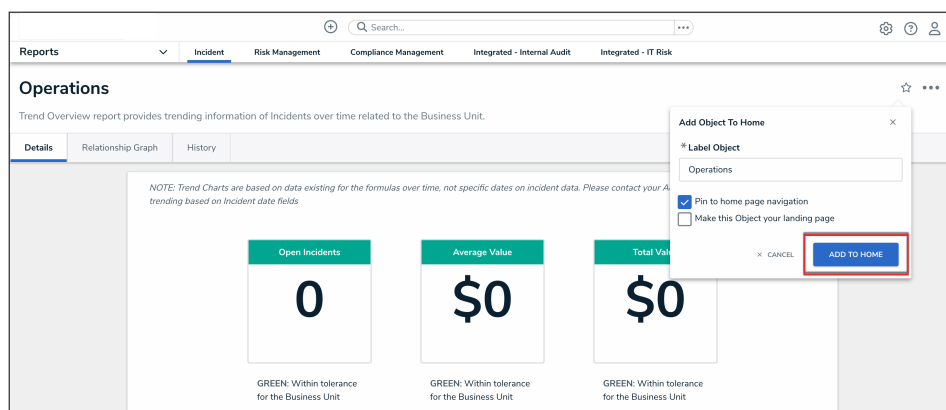
Pin to Home Page Navigation Checkbox

4. **(Optional):** Click the **Make this your landing page** checkbox to make the item your **Home** page.



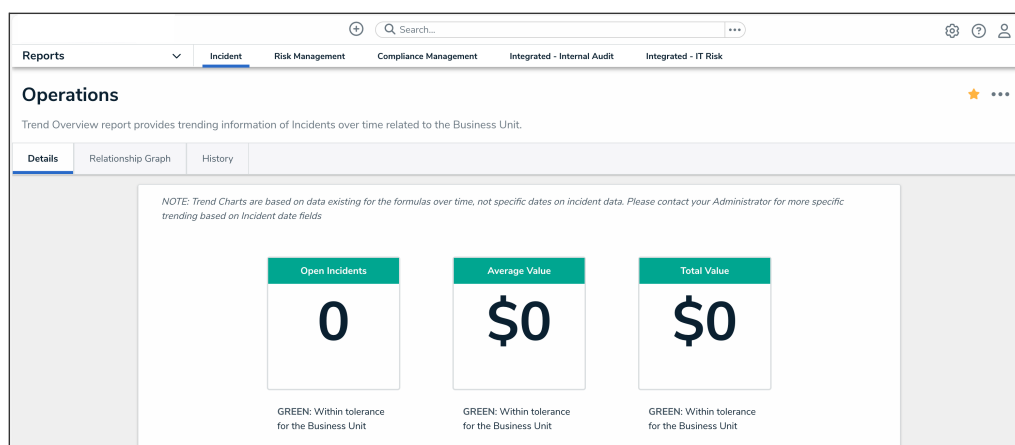
Make This Your Landing Page Checkbox

- Click the **Add to Home** button.



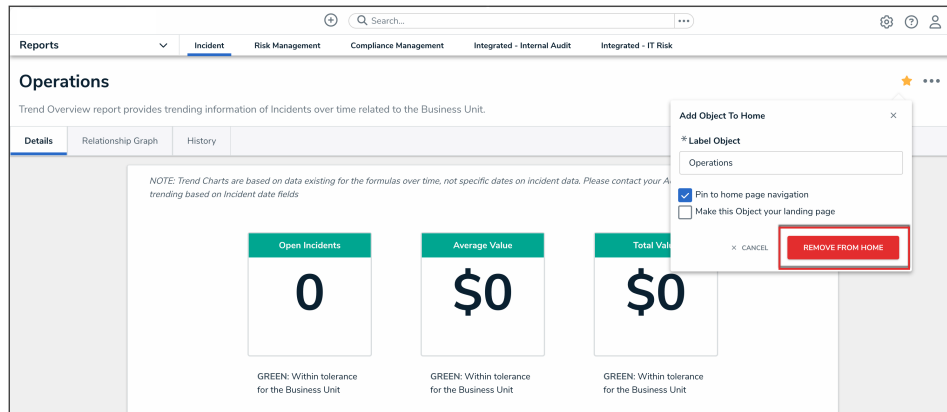
Add to Home Button

- The **Add To Home** pop-up will close, and the **Add To Home** icon will appear solid, indicating that the item has been pinned to the user's **Home** screen.



Pinned Item

- To remove the pinned item from the **Home** screen, from the pinned item, click the **Add To Home** icon, and then click the **Remove From Home** button.



Remove From Home Button



Warning:

Currently, reports cannot be unpinned. This will be resolved in a future release.