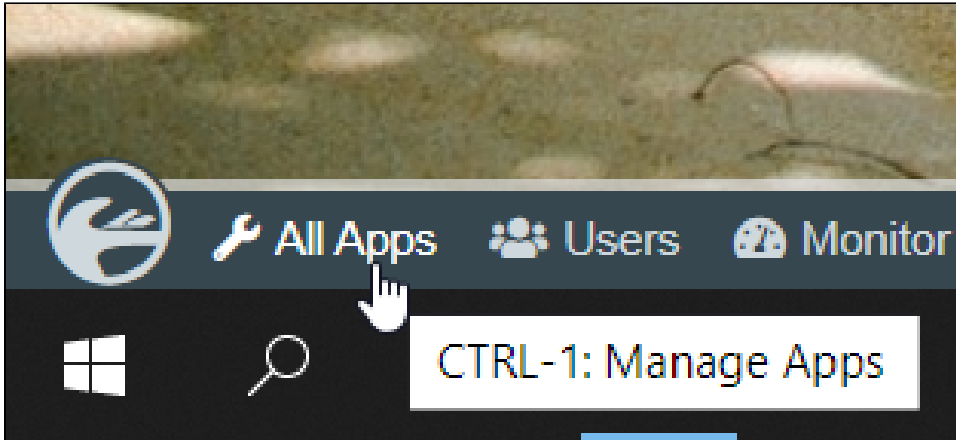
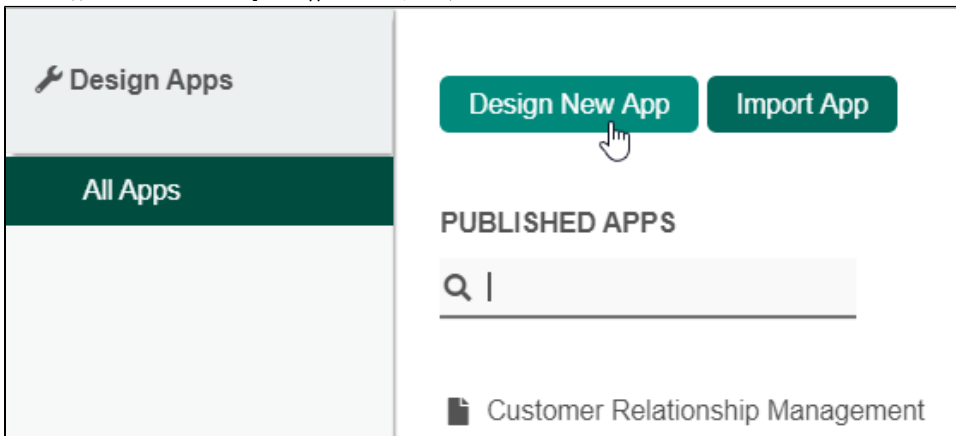


Designing a New App

1. In the **Admin Bar**, click on **All Apps**.



2. In the All Apps window, click on the **Design New App** button along the top.



3. Key in the details of the new app.

A screenshot of the 'DESIGN NEW APP' form. The form has a dark green header with the text 'DESIGN NEW APP'. Below the header is a section titled 'APP DETAILS' in a light grey bar. Underneath are two input fields: 'App ID' and 'App Name', each with a small asterisk to its right. Below the input fields is a link that says 'Show Advanced Options'. At the bottom of the form are two buttons: 'Save' and 'Cancel'.

Name	Description
App ID	A short and unique ID for each app (no spaces) e.g. travelRequest
App Name	A descriptive name e.g. Travel Request



Optionally, one may also create a new App by cloning an existing App.

[Hide Advanced Options](#)

Duplicate App from:

App

- App Center
- Customer Relationship Management
- DX Showcase
- Employee Portal
- Expenses Claim
- Internal Service Request

Save

4. Click on **Save**. The app will be created and you will be brought to the **Design App** page.