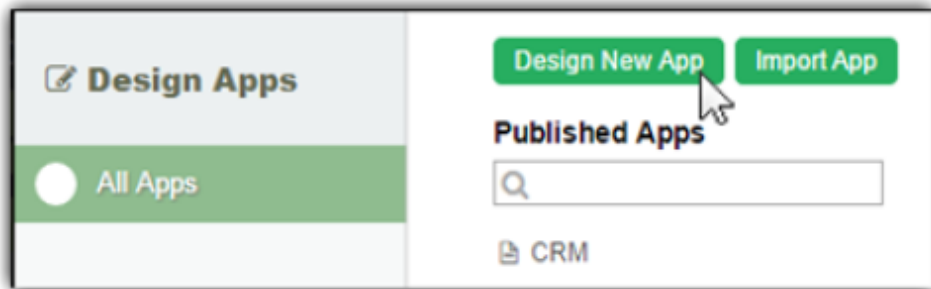# Designing a New App

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.

App ID: A short and unique ID for each app (no spaces) e.g. **travelRequest**

App Name: A descriptive name e.g. **Travel Request**

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