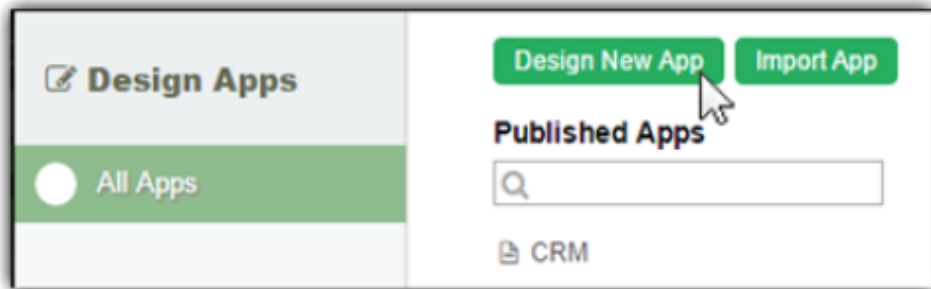


## Designing a New App

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 a web form titled 'Design New App'. The form has a section labeled 'App Details' which contains two input fields: 'App ID' and 'App Name'. Both fields have a red asterisk indicating they are required. Below the input fields, there are two green buttons: 'Save' and 'Cancel'.

**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.