OVERVIEW
Based on your security settings in Maximo, you may have access to multiple start center pages. These pages are divided by tabs which appear at the top of your start center screen. You can easily set up Maximo to default to the start center you use most often. Once you set a start center to be the “default”, Maximo will show this start center every time you log-in and every time you visit your start center page.

WHEN TO USE THIS PROCESS
When you have access to more than one start center and you would like to set one to be your “primary” start center page.

STEPS
1. Click on the START CENTER link located on the top right hand side of your Maximo screen.

2. When your START CENTER screen appears, click on the Display Settings button located above your “My New Work Orders” portal.
3. The **DISPLAY SETTINGS** window should appear listing all the start centers you currently have access to. Next to the start centers you have access to are two columns—**DISPLAY** and **DEFAULT**.

4. Find the start center you use most often from the list and check the box next to it in the **DEFAULT** column. This will set that start center to be your “default” start center.
   
   *Note: You can only have one default start center.*

5. This window also allows you to select the start centers you would like to see and those you don’t. If there are start centers that you have access to, but rarely or never use, you can uncheck the box next to it in the **DISPLAY** column. This will cause the start center tab for that start center to disappear from your start center screen. You can always retrieve it in the future by going back to the **DISPLAY SETTINGS** window and re-checking the box in the **DISPLAY** column.

6. When you are finished making changes in the window, click on the **OK** button.

7. In order for your new settings to take place, you should refresh your start center by clicking on the **Update Start Center** link located directly above your “My New Work Orders” portal.

8. Your start center should refresh and your new settings should be activated.

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