Creating a Nova app

1. Log in to your tenant using your administrator credentials.

2. After successfully logging in, you will be redirected to your tenant landing page.

3. Go to **Administration**
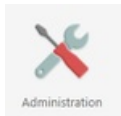
4. In the left menu, click on **ReadiNow Nova** and then click on **Apps**
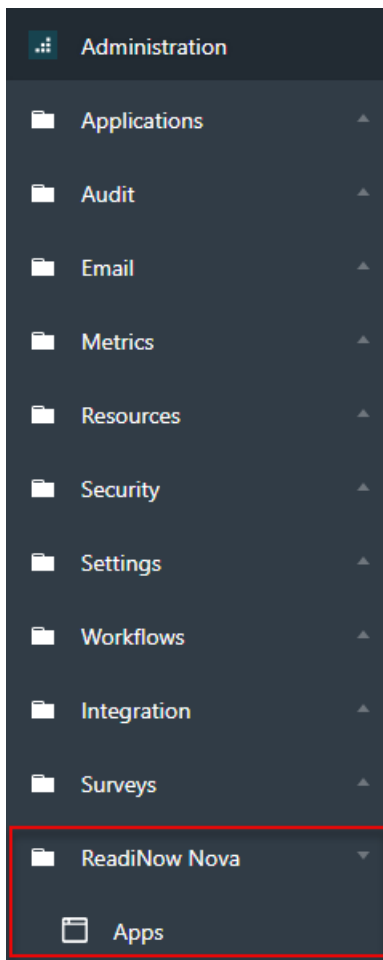
5. An **Apps** page will appear. In the upper right side of the screen, click on the **Create new** button to start the creation process.

6. In the **New App** pop-up screen, complete the following information:

- **App Name** - this is the unique identifier assigned to the application.

- **Description** - the concise and informative piece of text that introduces and highlights the key features, and functionalities of the application.

- **URL Slug** - the part of a URL that identifies a particular application. It is the segment of the URL that comes after the domain name and any subdirectories.

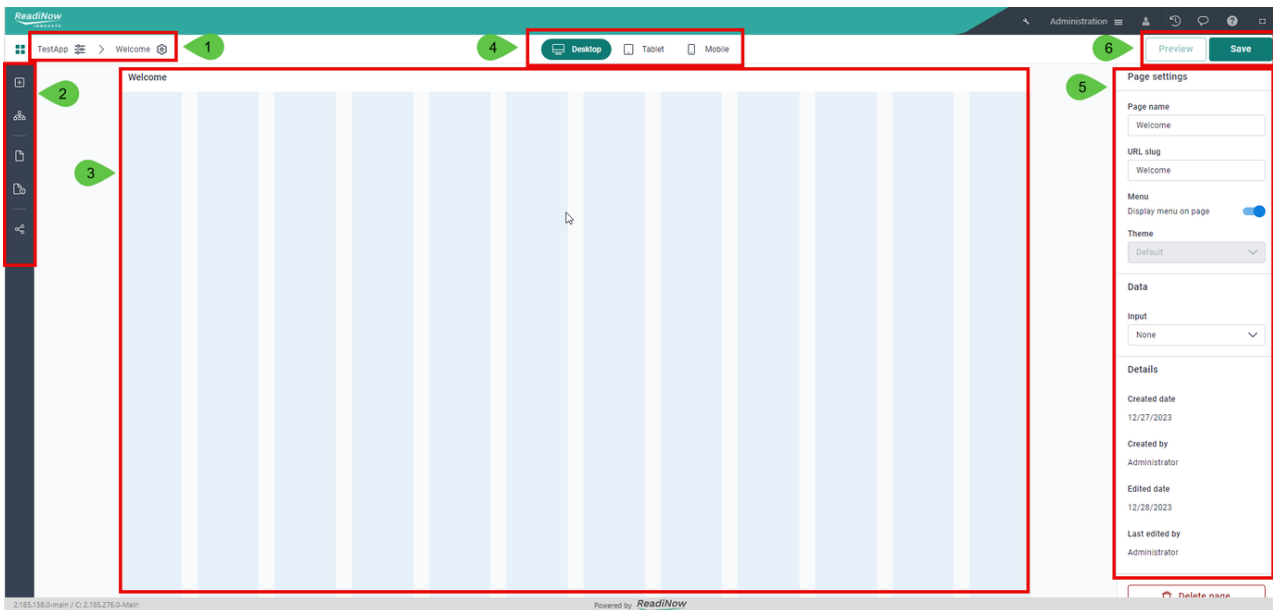- **Display menu** - if enabled, this will add the top menu to all new pages in the app by default.

7. Click the **Create App** button.

This will open the Nova **Page Builder** where you can create and design your page using different components and settings.

Parts of the Page Builder:

1. **App properties** - used to access application properties.

2. **Tools Section** - used to access all available tools to create a Nova application.

3. **Builder canvas** - the workspace where you can visually structure the layout of your application.

4. **View mode** - used to switch between Desktop view, Tablet view, or Mobile view.

5. **Settings section** - shows all available properties or settings of the selected element.

6. **Preview and Save** - click the **Preview** button to preview the current state of the canvas. Click the **Save** button to save current changes.