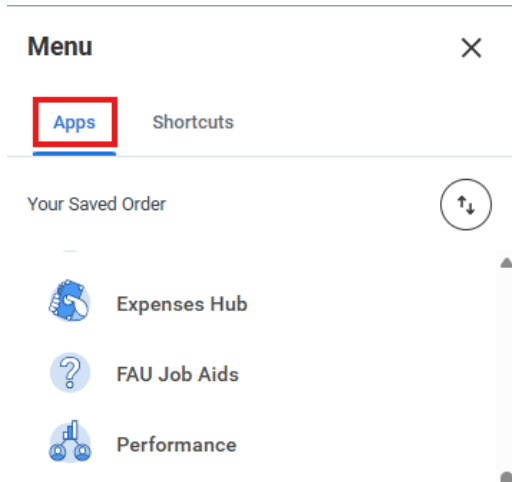


How to Add Saved Apps in Workday

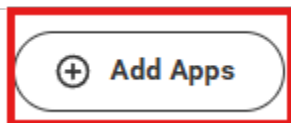
1. Login to Workday
2. Click **Menu** on the upper left corner of the screen



3. Select **Apps** tab



4. Select **Add Apps** at the bottom left corner of the screen.



5. Use the search bar to search for the app of your choice. Then, select the plus button.

Add Apps

Personalize your menu with useful Apps.

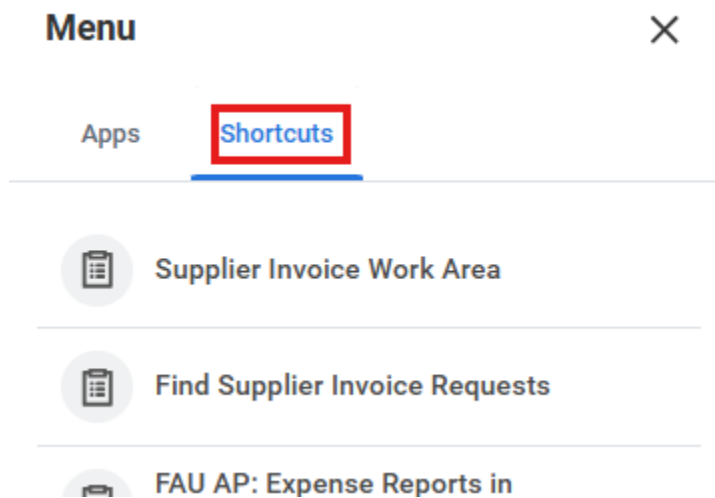


How to Add Shortcuts in Workday

1. Login to Workday
2. Click **Menu** on the upper left corner of the screen



3. Select **Shortcuts** tab



4. Select **Add Shortcuts** at the bottom left corner of the screen.



5. Use the search bar to search for the task/report of your choice. Then, select the plus button. **Please note that you can only have up to 10 Shortcuts.**

Add Shortcuts

Add tasks, reports and external links to your menu.

A max of 10 Shortcuts can be configured.

