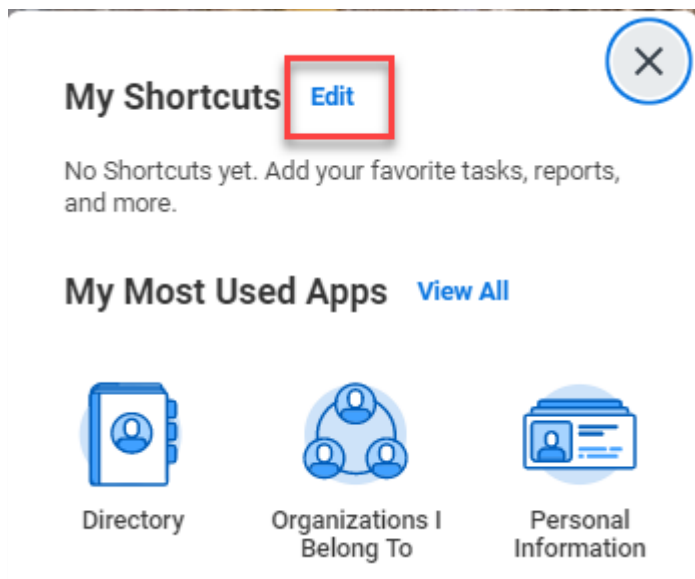


Configurable shortcuts are now available in Workday. These can be accessed via the grid icon in the top right of the screen. This option allows the user to configure a quick link to regularly used reports and some tasks. Follow the instructions below to utilise this function.

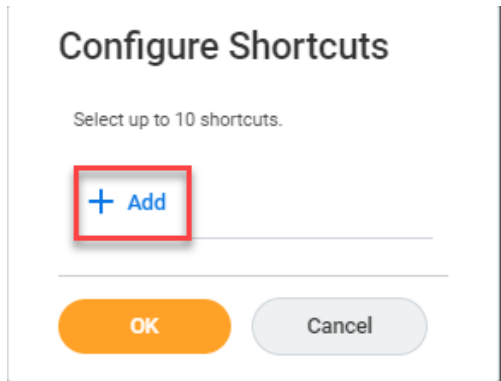
1. Click on the *Quick Access* icon



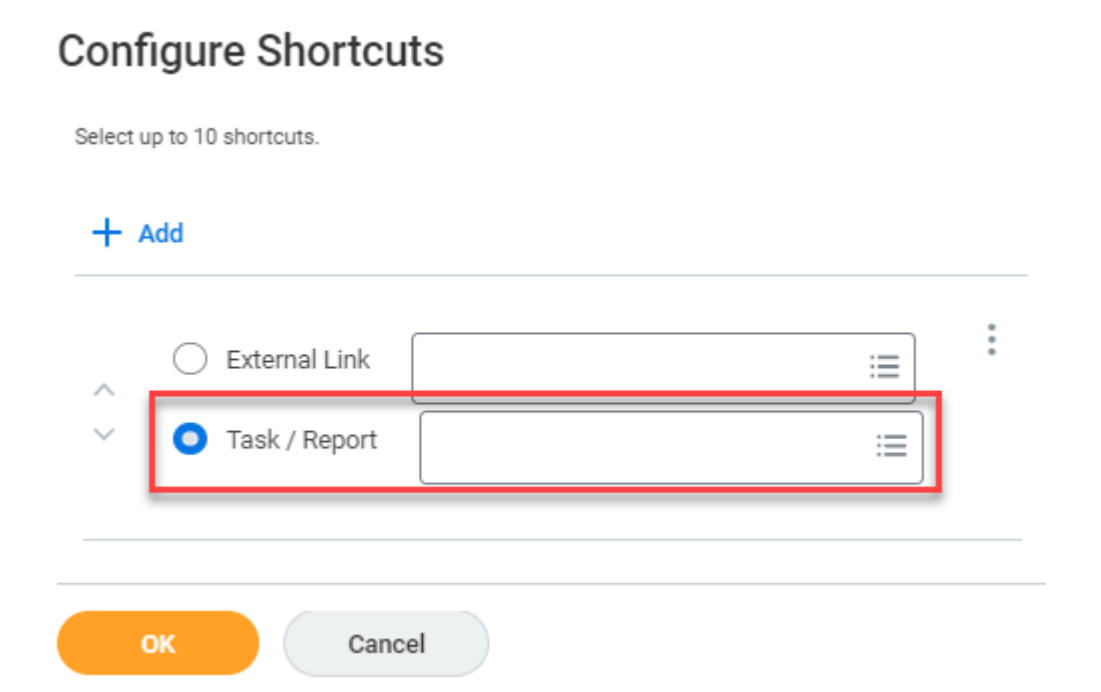
2. Select *Edit* next to *My Shortcuts*



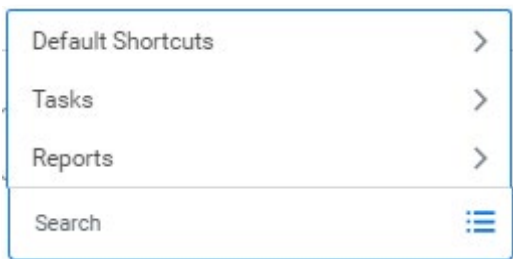
### 3. Click *Add*



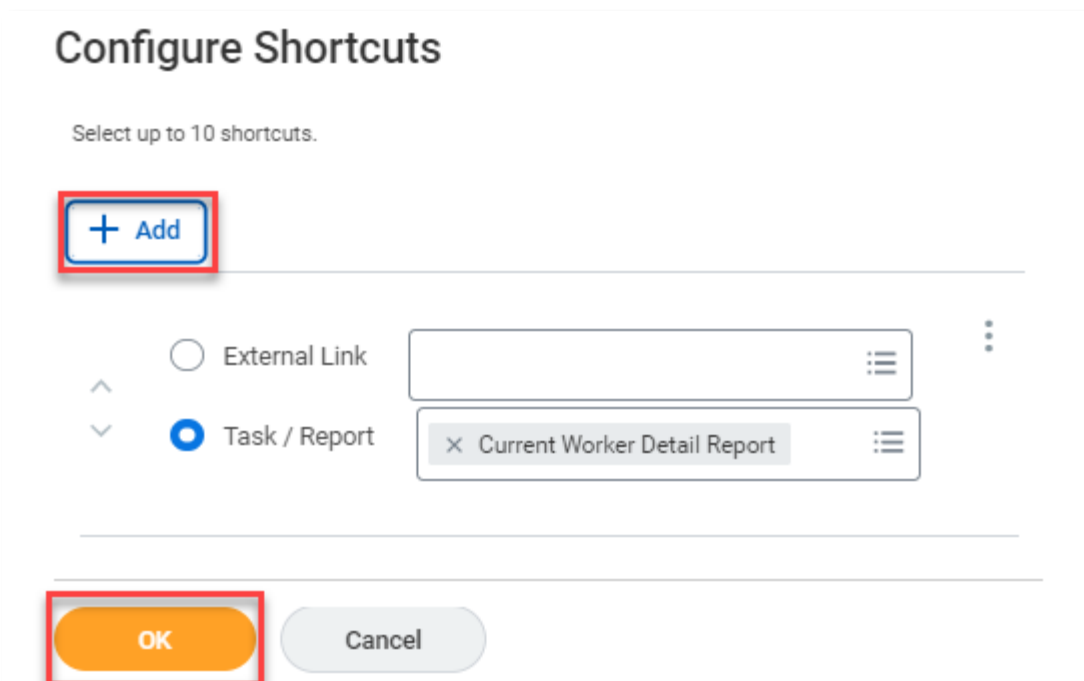
### 4. Select *Task/Report*



5. Search for the Task or Report you wish to add as a shortcut.  
*N.B. The tasks and reports appearing in the list are generic. Permissions to perform that task, or run the reports will depend on your security role access. You will not be able to see data in reports for which you do not have permission.*



6. Once you have selected your task or report, you can click *Add* to configure additional shortcuts. Once completed, click *OK*.



Your configured shortcut will now hold the task or report selected. To initiate the task/report, select the *Quick Link* icon and the required task/report will load.

