



Applications and Shortcuts

This How-To Guide covers how to access and edit **applications and shortcuts** in the **Workday Menu**.

Start Here

Most Workday navigation is done through **Applications**. Applications allow you to review information or complete specific tasks in Workday. The applications you can see will depend on your access and whether you have direct reports.

1. Open **Google Chrome**.
2. Navigate to **Workday**.
3. If prompted, login with your **College email** and **password**.
4. On the left-hand side, you will see the **Menu**. Listed under **Organization and Personal** are **Applications**.

When you select an **Application**, related **links** and **tasks** will be displayed.

Add an Application

1. On the left-hand side, navigate to the **Menu**.
2. Select the **Customize** button, which looks like a gear.
3. Select **+ Add Menu Items**.
4. Use the **plus** button to add applications, or type in the search bar the **name of the application(s) you'd like to add**.
5. Select **Add Item**.
6. Select **Save Changes**. The application(s) will now appear in your **Menu**.

Remove, Reorder or Pin Applications

1. On the left-hand side, navigate to the **Menu**.
2. Select the **Customize** button, which looks like a gear.
3. Remove or reorder your applications:



- **Remove:** On the right, select the **related actions** button (...), then select **Remove from menu**. Some applications are unable to be removed.
 - **Reorder:** On the left, **select-and-drag** the array of six dots.
 - **Pin:** On the right, select the **related actions** button (...), then select **Pin to menu**. This application will now be pinned directly to your **Menu**.
4. Select **Save Changes**.

Shortcuts

Shortcuts are used to save **reports**, **tasks**, and **external links** in your **Menu**. They are housed under the **Saved** button in your **Menu**. You can create up to **10 shortcuts**.

Add a Shortcut

1. On the left-hand side, navigate to the **Menu**.
2. Select the **Customize** button, which looks like a gear.
3. In the **Saved** section, select **+ Add Shortcuts**.
4. In “**Find Shortcuts**”, type in the **shortcut(s) you’d like to add**.
5. Select the **plus** button and then **Add Shortcut**.
6. Select **Save Changes**. This will now appear under the **Saved** button in your **Menu**.

Remove or Reorder Shortcuts

1. On the left-hand side, navigate to the **Menu**.
2. Select the **Customize** button, which looks like a gear.
3. Remove or reorder your shortcuts:
 - **Remove:** On the right, select the **related actions** button (...), then select **Remove from menu**.
 - **Reorder:** On the left, **select-and-drag** the array of six dots.
4. Select **Save Changes**.

Note: you can also add/edit your **Shortcuts** under **Saved > View All Saved > Add Shortcuts** or **Edit Shortcuts**.

Have Questions? For assistance, please contact help@brynmawr.edu or 610-526-7440.