**VUMC BUSINESS EDUCATION**

Workday Menu: Apps and Shortcuts

The Workday Menu (found in the top-left corner) contains Apps and Shortcuts that are helpful starting points to navigate within the system. The Apps that appear by default can be edited and re-ordered. Shortcuts can be added for frequently used tasks and reports. Follow the steps below to configure your Workday Menu.

Configure Apps

1. From the Menu ☰ MENU (in the top-left corner of your screen), select **The Sort By button** to sort your view of the apps.

2. Select **Edit** to customize the order in which your applications appear or remove applications. **Note:** A max of 20 Apps can display in your menu at once.

3. To rearrange the order, drag and drop applications into preferred order.

4. To remove an app, select the **minus** sign.

5. Select **Save Changes** to save the new order.
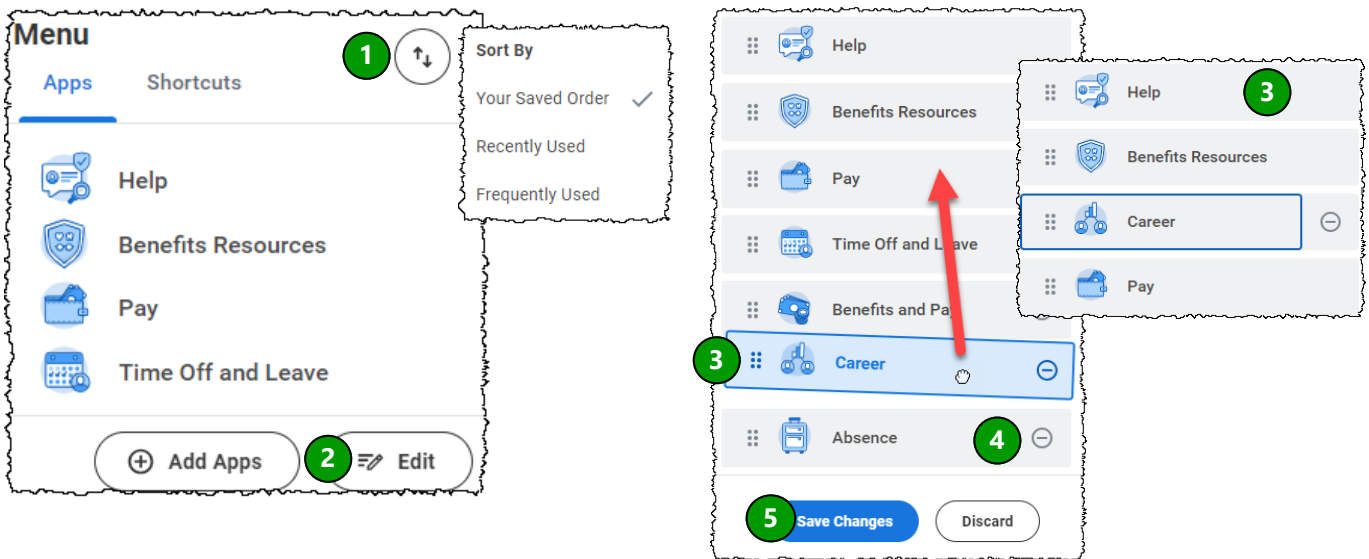
Workday Menu: Apps and Shortcuts

Shortcuts can be saved for frequently used tasks and reports. Follow the steps below to save a task or report to your Shortcuts tab within your Workday Menu.

Configure Shortcuts

1. From the Menu ☰ MENU (in the top-left corner of your screen), select the **Shortcuts** tab.

2. Select the **+ Add Shortcuts** button. The tab will be empty if you have not previously created any shortcuts. **Note:** A max of 10 shortcuts can be configured.

3. Search for the task or report you are creating a shortcut for, then select the **(+)** to add it to your Shortcuts tab.

4. When you have successfully added a shortcut, it will show **Added to Menu.**

5. When opening your Menu again, the newly added report will appear within the Shortcuts tab.

6. If you want to **reorder** or **remove** any of the shortcut(s) you have added, please follow steps 2-5 on page 1 under **Configure Apps**.
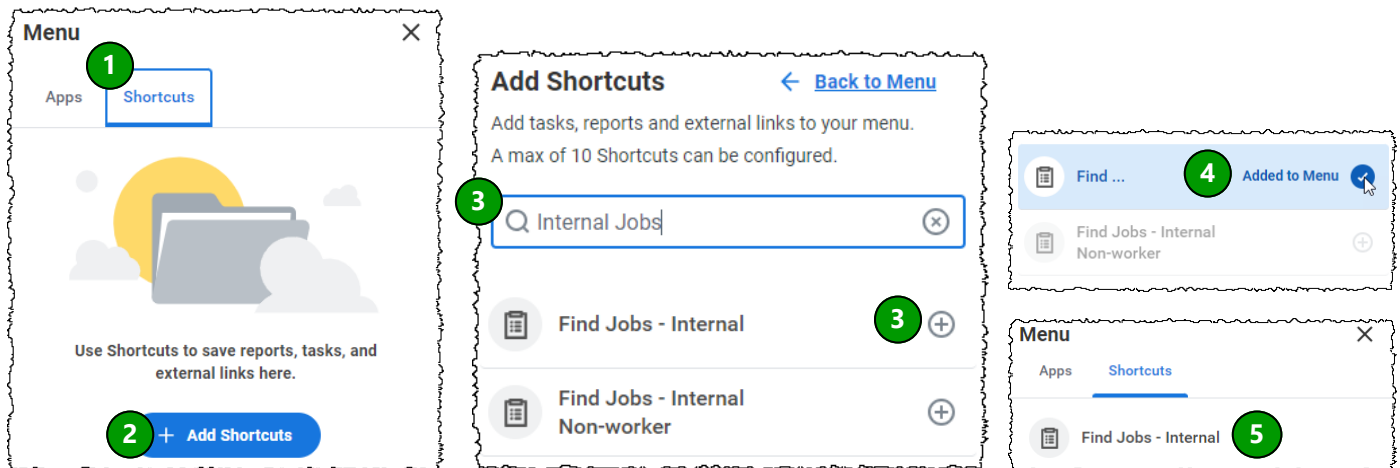
QUESTIONS?

Please email BusinessEducation@vumc.org.