INTRODUCTION

Adding Shortcuts in Workday allows you to save your favorite reports and most used tasks.

ADDING A SHORTCUT FOR A REPORT OR TASK

1. From the Workday homepage, click on **Menu**

2. You will see Apps and Shortcuts, click on **Shortcuts** then **Add Shortcuts**.

3. Search for the report or task you are wanting to add. If you are unsure of the report name, put in as much information as you can to limit your results.

4. Next to the correct report or task, click the ⊕ to add.
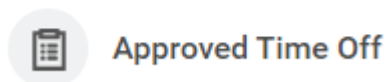

   Add Shortcuts

   Add tasks, reports and external links to your menu.
   A max of 10 Shortcuts can be configured.
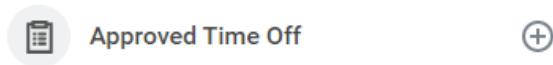
5. You will get a confirmation saying this was added and will now show in your Shortcuts.

> 💡 **Note**: Adding External Links is not a current function.
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> Please reach out to CCITC Helpdesk: https://teamdynamix.co.marathon.wi.us/TDClient/298/Portal/Home/?ToUrl=