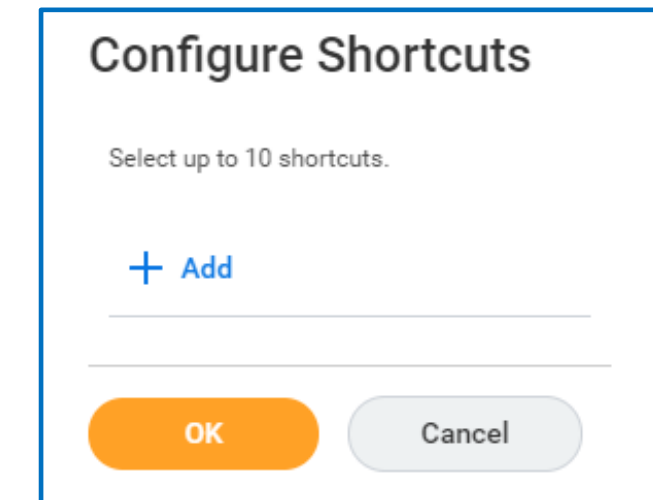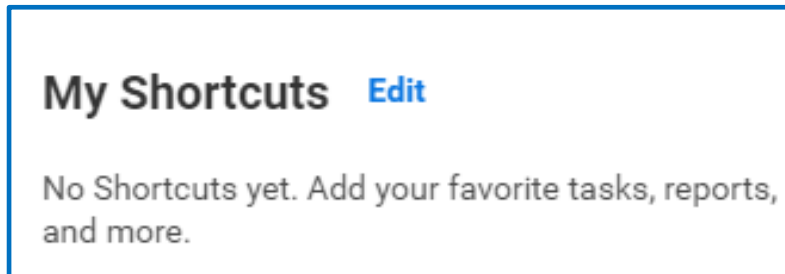## My Shortcuts

Up to ten tasks and/or reports can be added to the **My Shortcuts** menu to enable quick and easy access to your most-frequently-used items in Workday. The following instructions will walk you through the process.

To access My Shortcuts:

1. Navigate to **Workday**

2. Click on the **Quick Access** icon located in the top-right corner of the page; a fly-out menu will appear listing **My Shortcuts**
   NOTE: Items added to this list will be immediately accessible from any page in Workday!

3. Click on any listed item to view it

To add items into My Shortcuts:

1. Click on the **Quick Access** icon located in the top-right corner of any Workday page; a fly-out menu will appear

2. Click the blue **Edit** link at the top; a pop-up screen will appear titled **Configure Shortcuts**

3. Click the **+ Add** link; a new shortcut block will appear at the top of the list

4. Continue on to the next page of this QRC

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Adding Shortcuts

Shortcuts can lead either to an **External Link** or to a **Task/Report**.

If you would like to create a shortcut to anything *inside* Workday, you will create a **Task/Report** shortcut.

External links lead to webpages and other items that exist outside the Workday system; external links will not be used frequently.

To add an External Link as a shortcut:

1. Click on the circular radio button next to **External Link**

2. Click in the adjacent text field; select **All** to display all options

3. Make your selection by clicking on the circle next to the item

4. Scroll to the bottom of the pop-up screen and click **OK** to save

5. To add more shortcuts, click **+Add** at the top of the pop-up screen and repeat the process

To add a Task/Report as a shortcut:

1. Click on the circular radio button next to **Task/Report**

2. Click in the adjacent text field

   a. If you know the name of the item, type a portion of the name and hit Enter to search

   b. If you do not know the name of the item, click either **Task** or **Report** to view a list of options alphabetically by category

3. Make your selection by clicking on the circle next to the item

4. Scroll to the bottom of the pop-up screen and click **OK** to save

5. To add more shortcuts, click **+Add** at the top of the pop-up screen and repeat the process
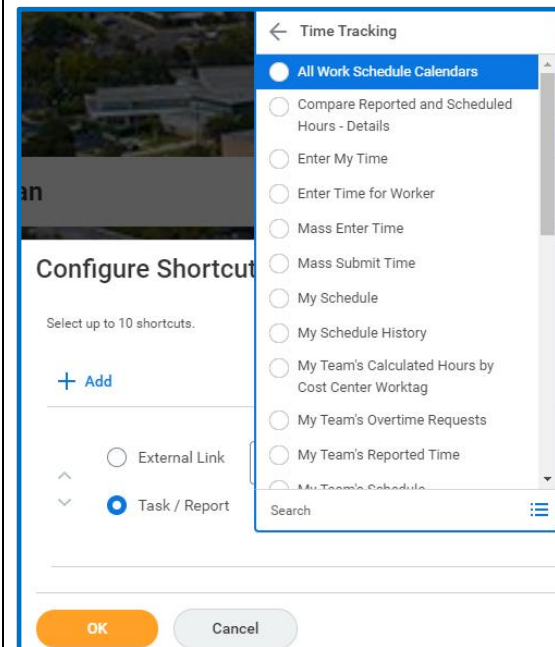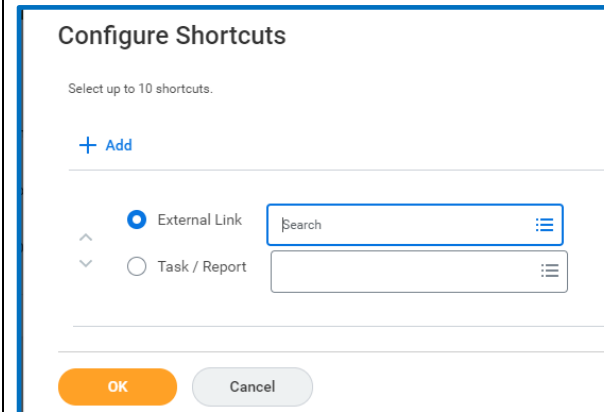
Configure Shortcuts

To remove any shortcut:

1. Click on the three dots to the right of every shortcut block; a menu will appear
2. Click **Remove**

To add a new shortcut in a specific location:

1. Click on the three dots to the right of the shortcut block above or below your desired location; a menu will appear
2. Click **Add 1 Above** or **Add 1 Below**

To re-order existing shortcuts:

1. Move an item up by clicking the up arrow that appears to the left of every shortcut block
2. Move an item down by clicking the down arrow that appears to the left of every shortcut block

For managing awards and proposals, the Office of Research recommends the following shortcuts:

- View Award Proposal
- View Grant
- View Award
- My Expense Reports
- CR Award Budgetary Balance by Role-UNO

CHANGES/UPDATES LIST:

Date	Pages Changed	Who made changes