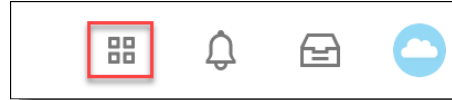


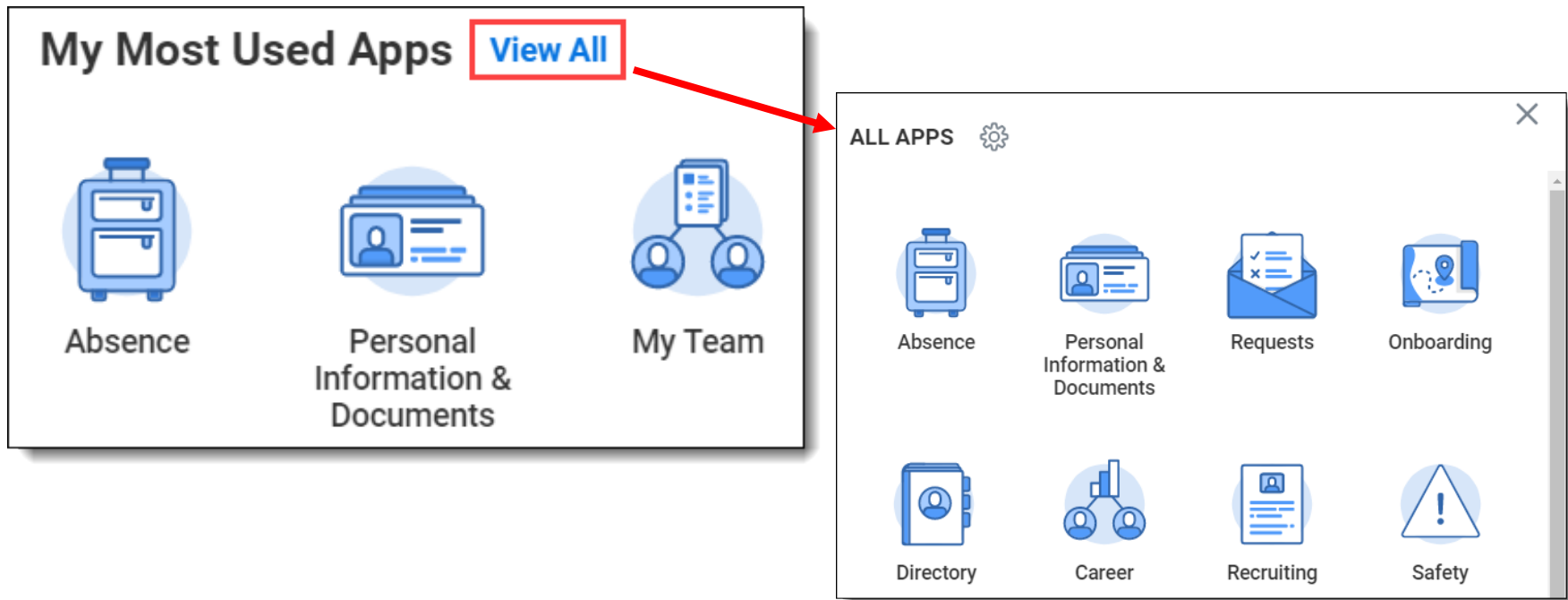
### Quick Access

The **Quick Access** feature allows access to frequently used tasks and applications from anywhere in Workday without accessing the home page. This guide will assist you on how to access your most used apps and set-up short cuts to your favorite Tasks/Reports and External Links. Note: You may not have access to all external links listed.

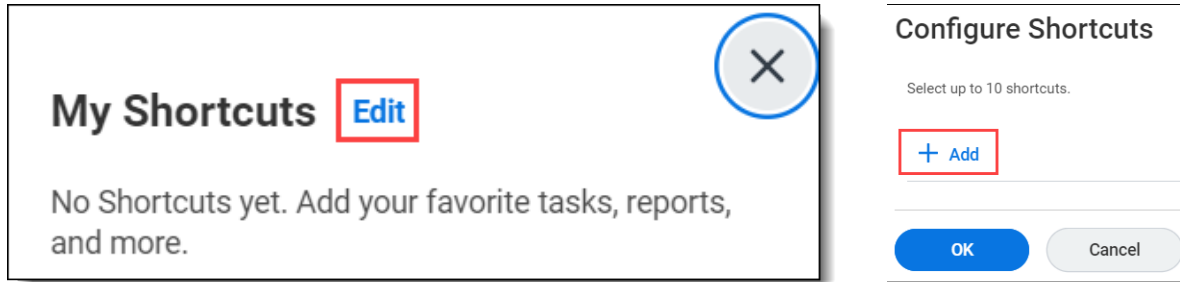
To open Quick Access, click on the *Quick Access* icon




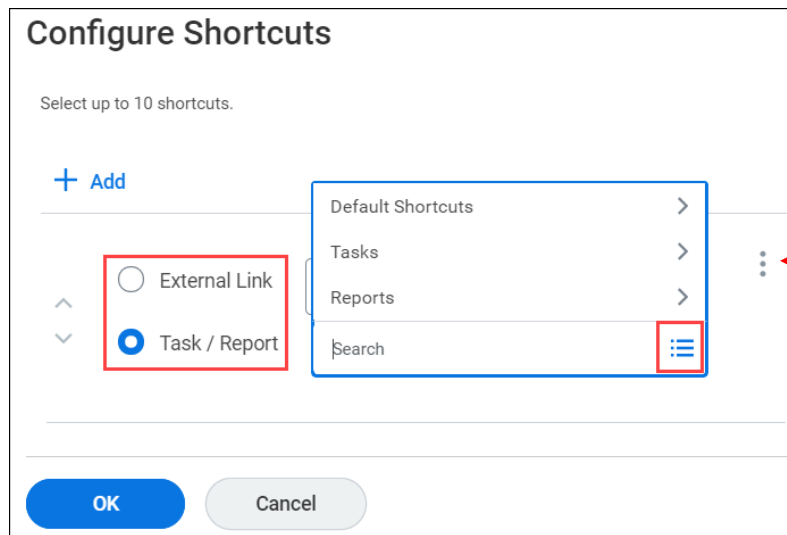
**My Most Used Apps** will display your three most used applications. These will change based on your recent usage. Click **View All** to display all apps where you can open a desired application from anywhere within Workday.



**My Shortcuts** can hold up to ten shortcuts to your favorite tasks, reports, and more. Click **Edit** and then **Add** to display the **Configure Shortcuts** screen.



Click on the radio button  to select either **External Link** or **Task / Report**. For this example *Task / Report* has been selected. Click on the menu prompt to display a list of tasks and reports to select from and then click **OK**.



Click on the ellipsis  to *Add, Remove or Move* shortcuts in your list.

