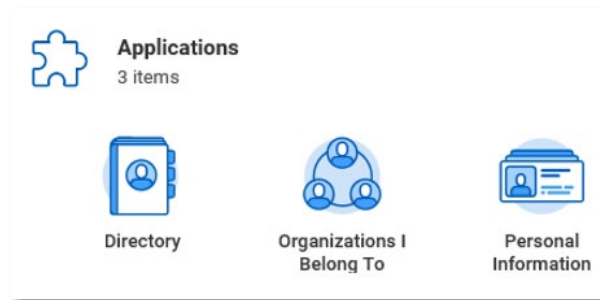


Applications are links to specific Functions or Business Processes you use on a regular basis. Using an application from the home page can reduce the time spent getting to your frequently used processes or functions.

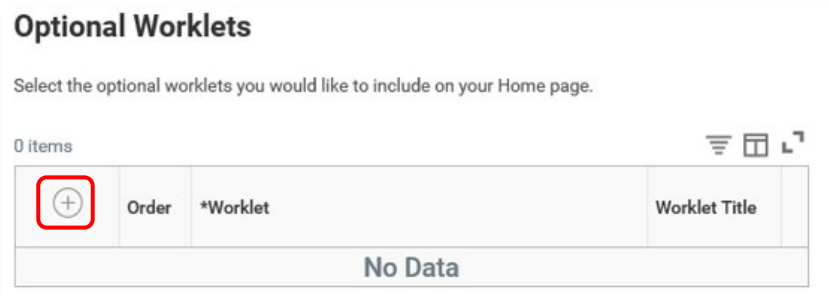
A few applications will be set as a default for your position's requirements. Workday can hold up to a maximum 20 applications on your home page.



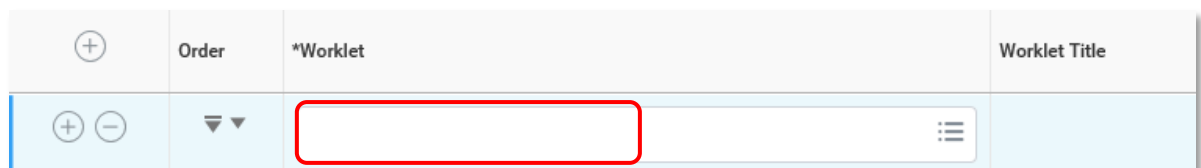
1. Adding an application to your Workday home page

To add applications to your home page select *Configure Applications*

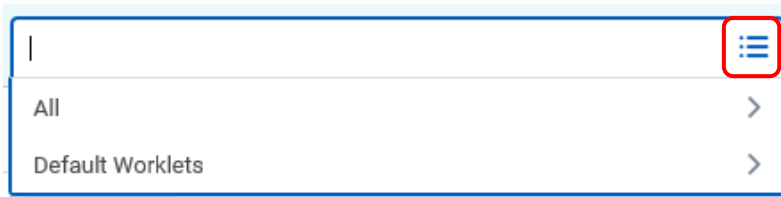
1.1 On the right under *Optional Worklets* click the *Plus icon*



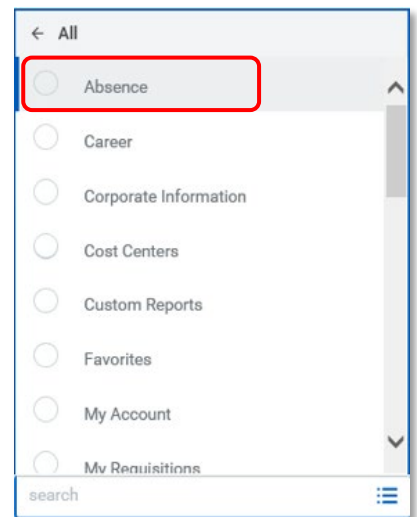
1.2 If you know the name of the application you are searching for, type it in the **Worklet field*



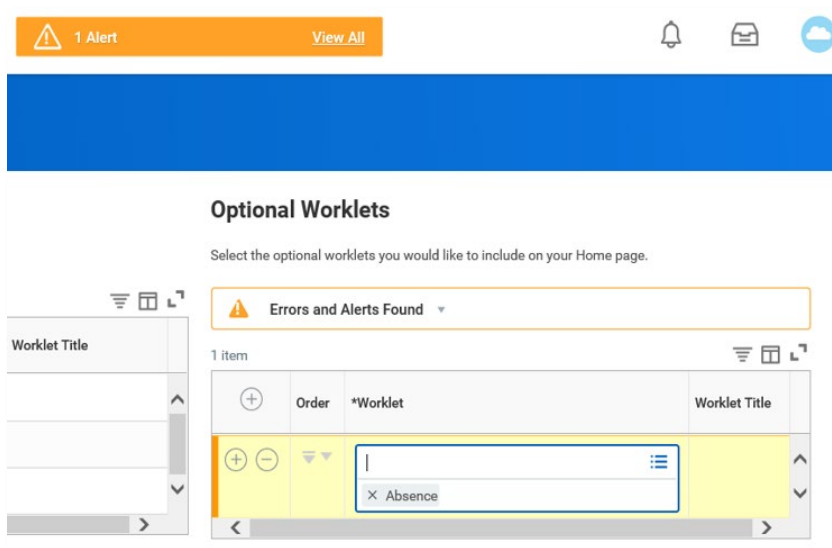
Alternatively, select the list option at the end of the **Worklet field*



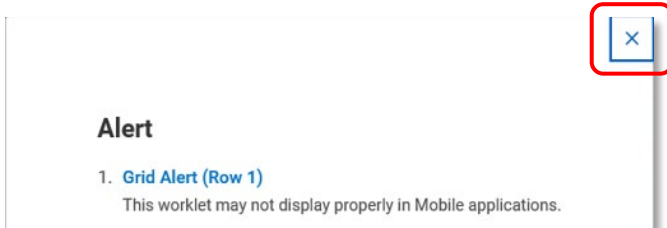
1.3 Select 'All' and then scroll through the list to select the worklet you desire (the example will show Absence).




An Alert will appear. The Alert is a standard Workday Grid Alert stating that the application may not display properly in Mobile applications. You can continue however with this action.



If you do check the alert, exit by clicking on the x in the top right corner.

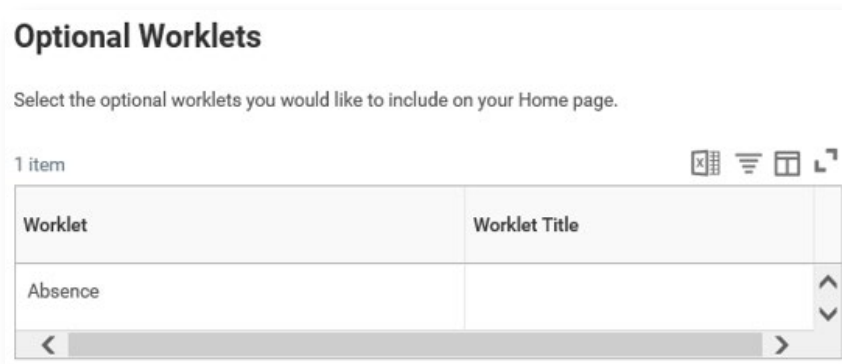


1.4 If you wish to add more than one application at a time, select the  again to create a new row and complete the processes above.

1.5 Once you are happy with your choice of application/s, click **OK**.



1.6 A list of your selected Optional Worklets will appear.



1.7 To view the new application(s) on your home screen, click on *Done* (bottom left of screen) or select the *Flinders Home* key (top left of screen).




1.8 Your new application will appear under *Applications*



2. Removing an application to your Workday home page

To remove an application from your home screen *Applications*, select *Configure Applications*.








2.1 Under Optional Worklets, click Remove Row  on the application you wish to remove. Note: you cannot remove a default application shown in the Required Worklets list.

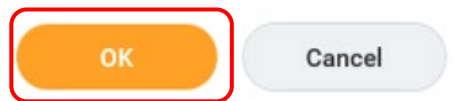
Optional Worklets

Select the optional worklets you would like to include on your Home page.

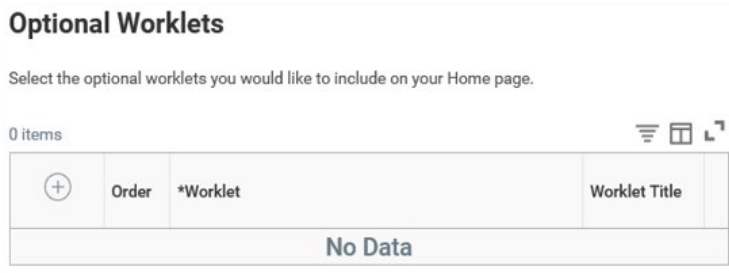
1 item

	Order	*Worklet
 		 Absence

2.2 Click OK



The selected application will be removed from your Optional Worklets list.



2.3 To view the removal of the required application on your home screen click on *Done* (bottom left of screen) or select the *Flinders Home key* (top left of screen)



2.4 The removed application will no longer appear on your home page under Applications.

