

Customizing Your Home Screen

You can add additional worklets to the Workday home screen and change the order of added worklets.

1. Click the Settings gear button in the upper right corner of the home screen. The **Configure Worklets** screen will appear.
2. Under **Optional Worklets**, click the + button to add a worklet.
3. Use the menu button in the **Worklet** field to browse and select a worklet or type a worklet name in the field.
4. Click the - button in any row to remove that worklet.
5. Use the arrow buttons in the **Order** column to change the order in which the worklets appear on your home screen.
6. When the worklets are set up the way you like, click **OK** at the bottom of the screen.
7. Click **Done**. Your additional worklets now appear on the home screen.

