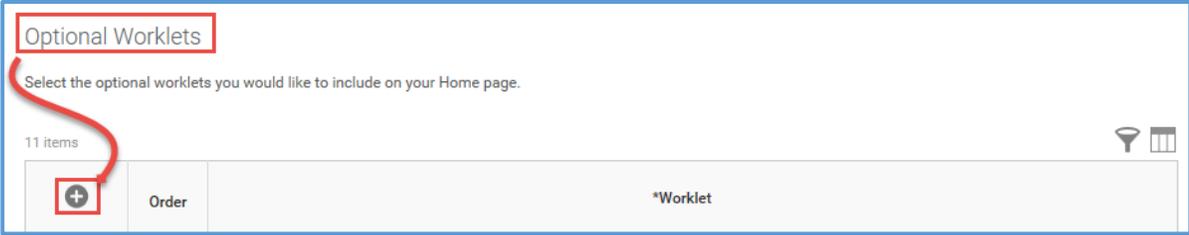
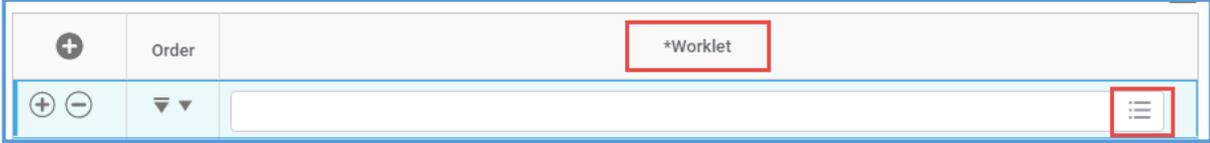


## Configure Worklets

### PURPOSE

The Workday Home page displays worklets that provide access to tasks and reports. Due to the fact that the Home page is highly configurable, your Workday home page may display different worklets than your colleagues.

### PROCEDURE

Step 1	Login to Workday
Step 2	From your <i>Home</i> page, click the <b>Settings</b> ⚙ icon in the upper right corner 
Step 3	The <i>Configure Worklets</i> page displays. Under <i>Optional Worklets</i> , click the <b>Plus</b> + icon to add a new worklet 
Step 4	Click the <b>Prompt</b> ≡ icon in the <i>Worklet</i> column to select worklet(s) from the list of existing worklets 
<b>Note</b>	You may click on the <b>Minus</b> ⊖ icon to remove a worklet from the home page. Click the <b>Up Arrow</b> ▲ or <b>Down Arrow</b> ▼ to reorder the worklets to appear in desired order on the home page. To move a worklet to the first or last position, use the <b>Move Row to Top</b> ▲ or <b>Bottom</b> ▼ arrows  <b>IMPORTANT:</b> Required worklets are mandatory and appear automatically on a user's Workday Home page. These cannot be removed or reordered by the user.
Step 5	Click <b>OK</b> > <b>Done</b>