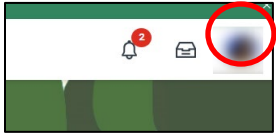


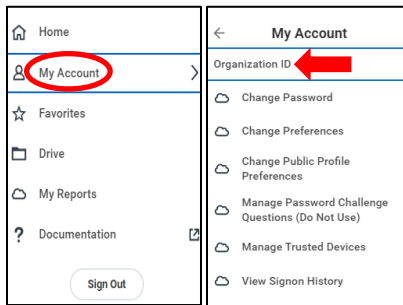
## HOW TO FIND QR CODE FOR MOBILE APP

From the Workday Dashboard page:

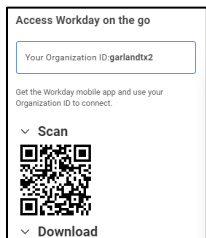
1. Click on your **Profile Picture** in the upper right-hand corner.



2. Next click on **My Account** and select **Organization ID**.



3. The **QR** code will then display.

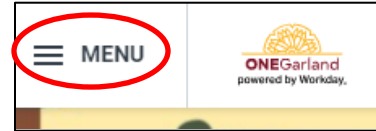


Note: If scanning the QR code does not take you directly to where the download can be completed, then re-scan the code, or go directly to the App store to search for Workday. The downloading speed will vary from phone to phone.

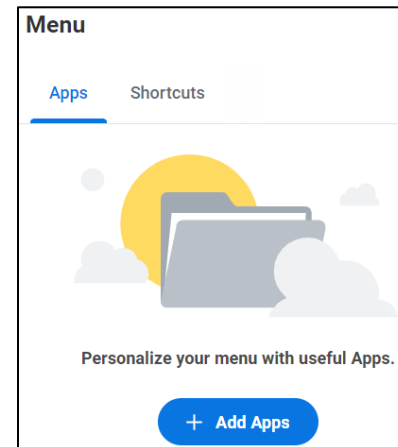
## ADDING/REMOVING APPS

From the Workday Dashboard page:

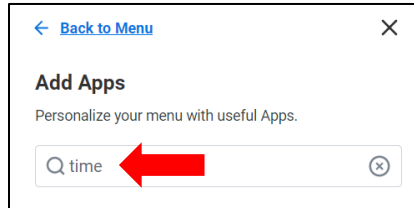
1. To start, click on the **MENU** in the upper left corner of the screen next to the ONEGarland logo.



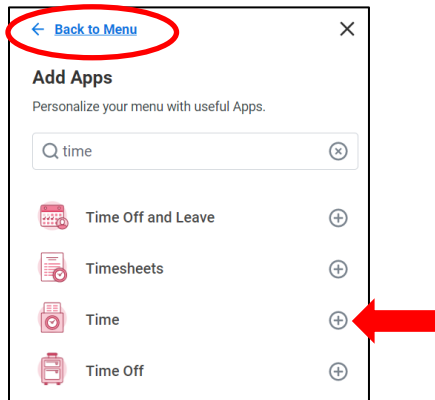
2. APPS must be added to your dashboard first for access to them. Recommended APPS that all employees will find useful include: **Time, Absence, Benefits & Pay and Time & Absence** (for employees with direct reports)
3. To add an APP, under the **MENU** the option to **ADD APPS** will appear, click on the **BLUE +ADD APPS** button. APPS must be added individually to your dashboard to access them.



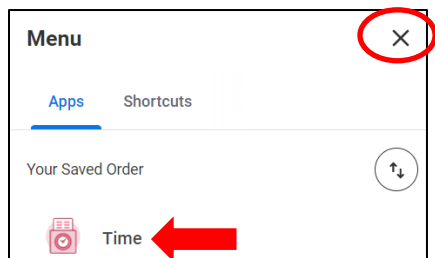
- On the next screen a search bar will appear, type in the word you are needing to add EX: Time, Pay, Absence, Benefits, etc.



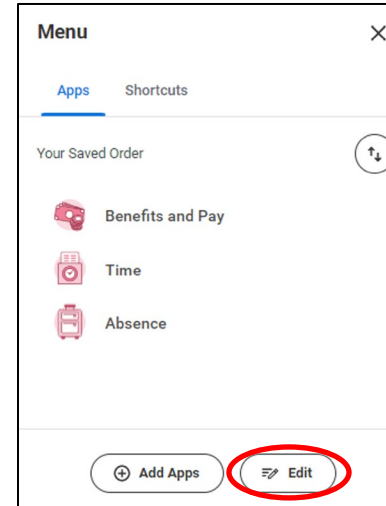
- A list of available shortcuts will appear. Click on the plus sign ( + ) next to the word. This will add **APP** to the **TOP APPS** menu. Next click **Back to Menu** link.



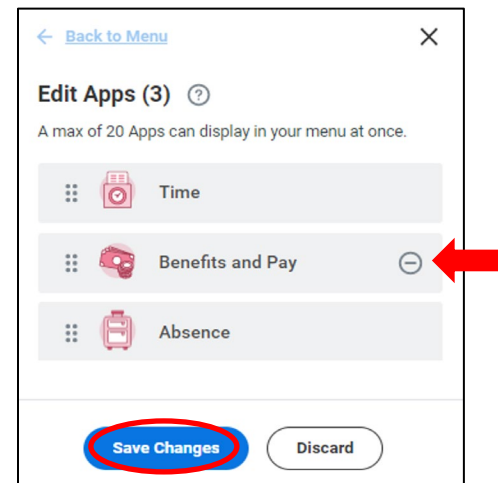
- The shortcut will appear under APPS. To leave the screen click on the X in the top right-hand corner.




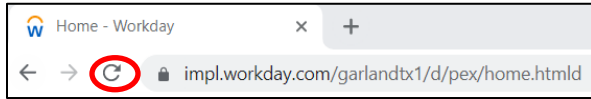
- To remove any APPS not needed go back to the MENU and click Edit at the bottom.



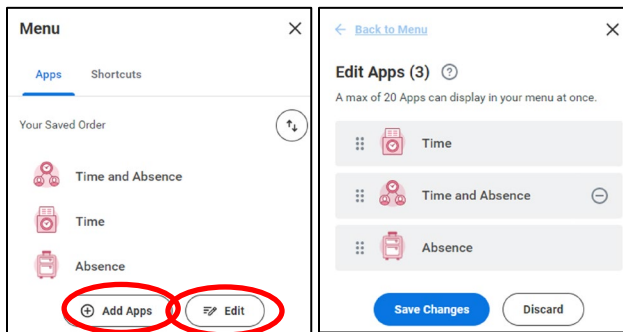
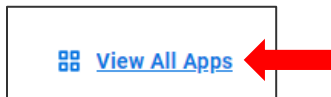
- Next click on the minus sign ( - ) to the right of the APP name you want removed and select **Save Changes** at the bottom.



9. Click on the **REFRESH** button  or **F5** to reset your main page for your apps to show under **YOUR TOP APPS**.



10. To change the order of shortcuts in the **YOUR TOP APPS** box on the dashboard, click on View all Apps, then click on Edit at the bottom of the page. Drag each individual App up or down until each one is listed in the desired order. Click the blue **Save Changes** button when completed.

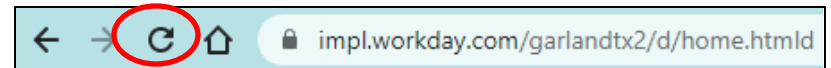


## QUICK TIPS

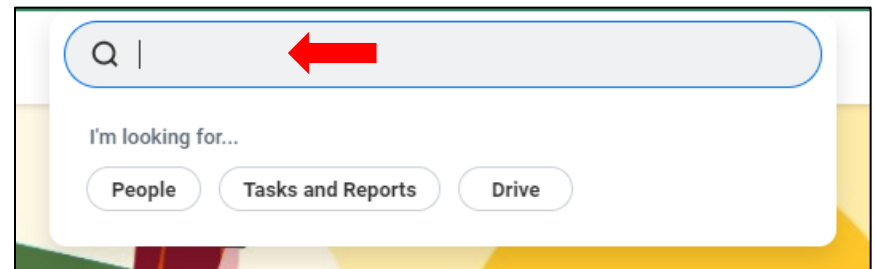
1. Quickly return to the Workday Dashboard by clicking on the **ONEGarland logo** in the top left corner of the page.





2. Any time you make a change such as adding apps be sure to click on the **REFRESH** button or **F5** to see the updates.



3. Use the **SEARCH** bar at the top to find people, tasks, reports, apps and more.



4. To see **Notifications**, click on the Bell  icon in the top right corner.

5. To see **Tasks Inbox**, click on the Box  icon in the top right corner.