

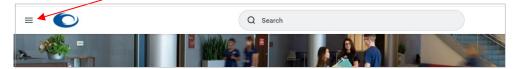
## **Procurement:** ADDING A TASK/REPORT SHORTCUT



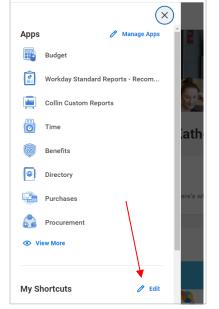
## ADDING A TASK/REPORT SHORTCUT

Use the following steps to add a shortcut to your Home page.

1. Click on the three dashes at the left.



2. Select Edit to the right of My Shortcuts.



3. Click Add.

+	Add			
	O External Link		1	
	O Task / Report	× Enter My Time	=	

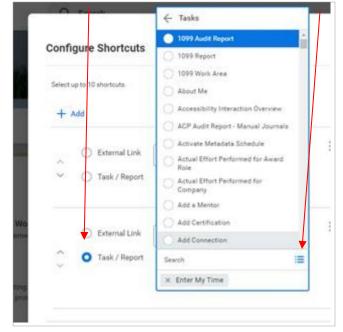




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4. Choose Task/Report. Click on the three dashes and scroll to find the item to add.



If you know the name of the task/report, you can start typing the name and then enter. It will auto populate the task/report.

Select up to 10 shortcuts.					
+	Add		/		
~	O External Link		=		
~	O Task / Report	× My Requisitions	E		
~	O External Link		:=		
~	O Task / Report	× Enter My Time	iE		

5. You can add multiple tasks/reports by selecting the +ADD. Once all shortcuts are added, click ok.

