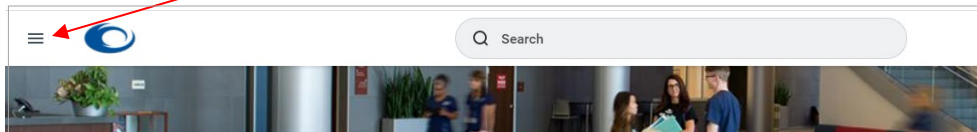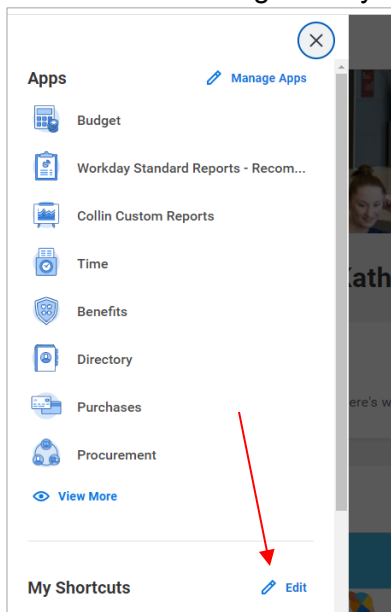## ADDING A TASK/REPORT SHORTCUT

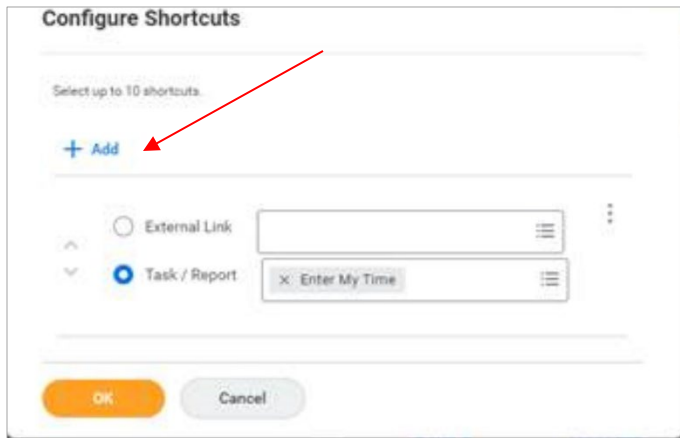Use the following steps to add a shortcut to your Home page.
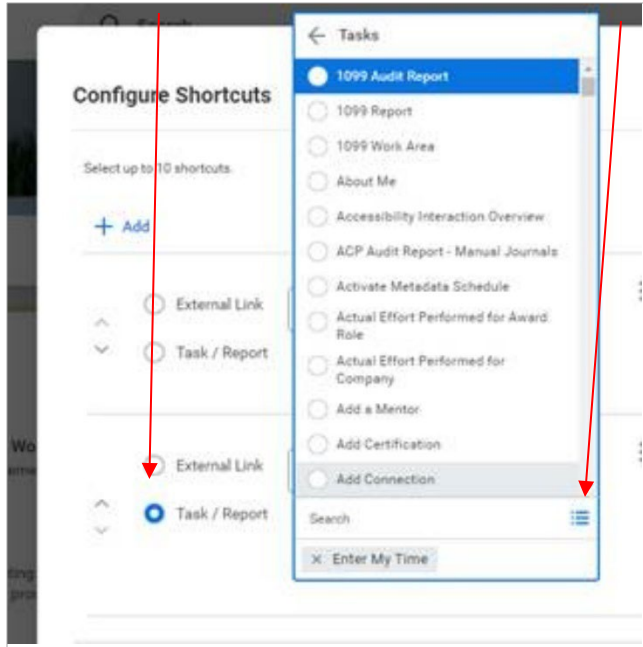
1. Click on the three dashes at the left.

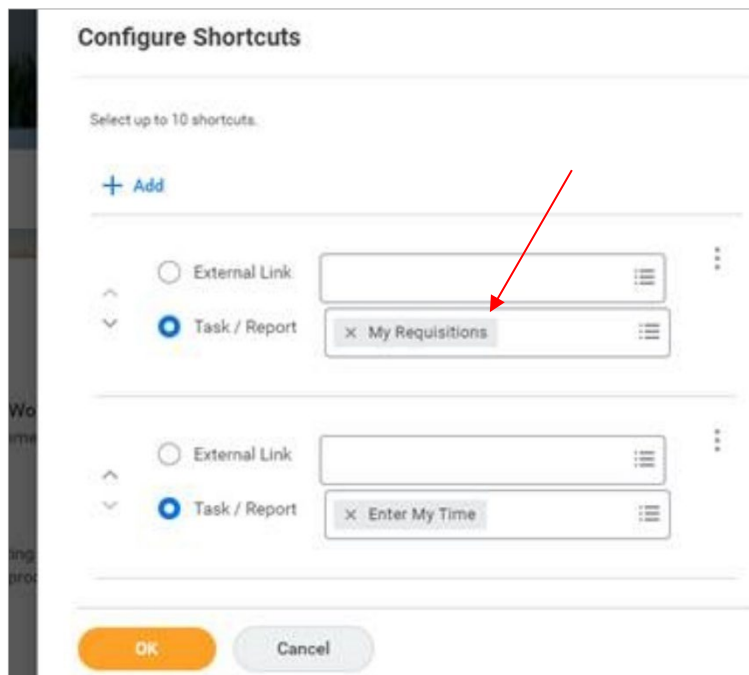2. Select Edit to the right of My Shortcuts.

3. Click Add.

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.

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