Getting Started: Use Dashboards

Dashboards are pre-configured pages related to functional areas within Workday. They are populated with related analytics for managers. Some may also include related tasks, menus, and announcements.

Dashboards simplify access to related information, including compensation, team performance, talent management, benefits, workforce planning, and financials.

Configure Your Dashboard

Note: Some dashboards may not allow you to remove or add worklets. This will vary based on your organization’s security settings.

From a dashboard:

1. Click the Settings icon.
2. Click the Add Row icon to add a new worklet.
3. Click the prompt icon to select from the list of existing worklets.
4. Click the Remove Row icon to remove a worklet from the dashboard.
5. Click the up arrow or down arrow to reorder the worklets on the page.