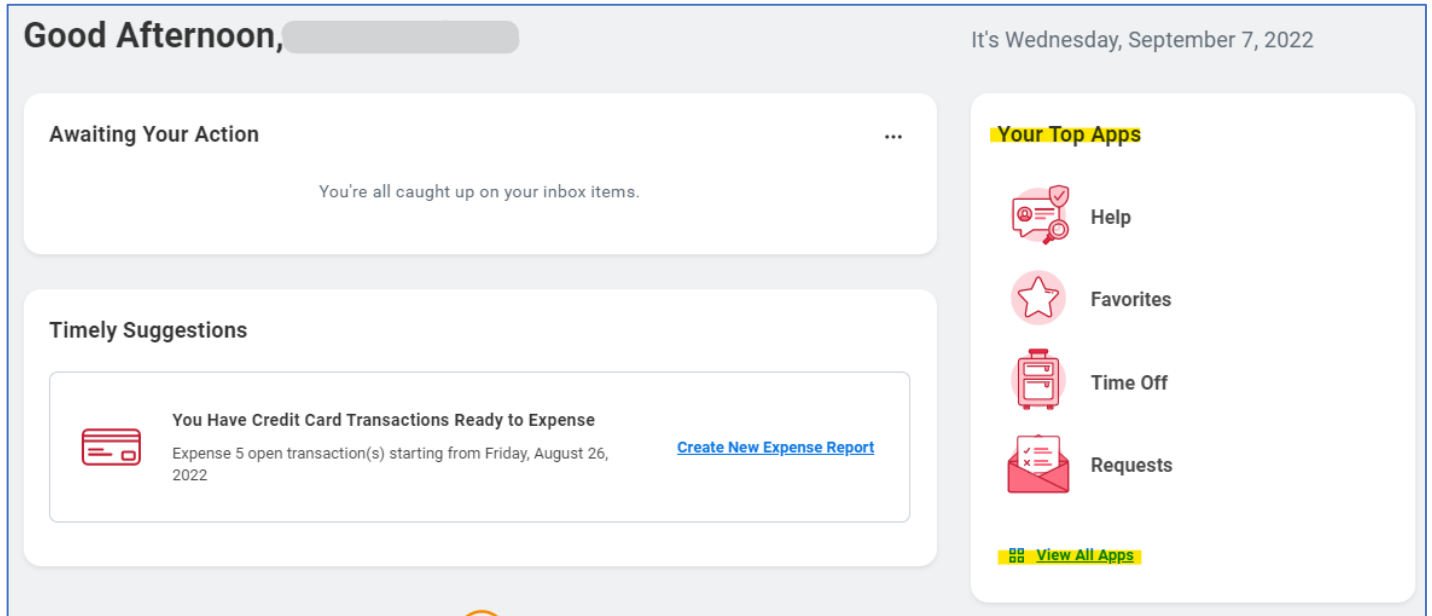


1. **Your Top Apps** lists the first four Apps in your Apps listing. You can access your Apps listing by clicking on View All Apps from our homepage.



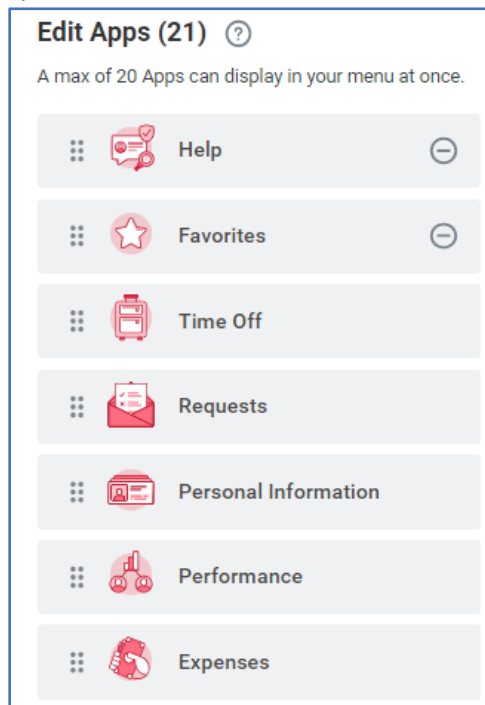
The screenshot shows the Workday homepage dashboard. At the top left, it says "Good Afternoon," followed by a greyed-out name. To the right, it displays the date: "It's Wednesday, September 7, 2022".

On the left side, there are two main sections:

- Awaiting Your Action:** A box with the text "You're all caught up on your inbox items." and a three-dot menu icon.
- Timely Suggestions:** A box containing a notification: "You Have Credit Card Transactions Ready to Expense" with a sub-message "Expense 5 open transaction(s) starting from Friday, August 26, 2022" and a link "Create New Expense Report".

On the right side, there is a "Your Top Apps" section with a list of four apps: Help, Favorites, Time Off, and Requests. At the bottom of this section is a "View All Apps" link.

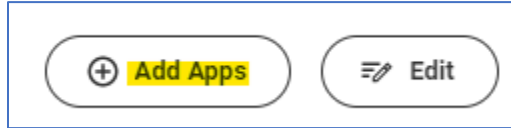
2. To Change what apps appear in Your Top Apps
 - Click the **View All Apps** link
 - Click the **Edit** button
 - Click and drag apps to the top four spots



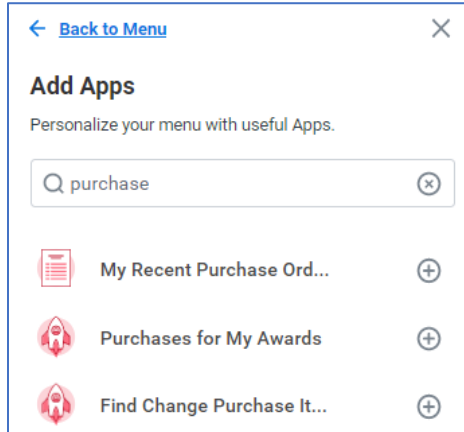
The screenshot shows the "Edit Apps (21)" interface. At the top, it says "A max of 20 Apps can display in your menu at once." Below this is a list of apps, each with a three-dot menu icon on the left and a minus sign icon on the right:

- Help
- Favorites
- Time Off
- Requests
- Personal Information
- Performance
- Expenses

3. To Add apps to your apps list, click on View All Apps and then click the Add Apps button.



4. On the next screen enter the app you are looking for in the search bar.



5. Not all apps are available to all users, and you can only have a maximum of 20 Apps. You can remove apps by clicking the Edit button and any app that has a “-“ sign next to it can be removed. If it does not have a minus sign, then it is a required app.

