**Getting Started:** Use Tools and Navigation

### Navigate the Home Page

The Workday Home page displays worklets that provide access to tasks and reports. Because the Home page is highly configurable, your organization may display different worklets.

![Home page with various worklets]

**Configure Worklets**

Additional worklets can be added to your Home page, if allowed by your organization.

From your Home page:

1. Click the **Settings** icon in the upper right hand corner of the Home page. The Configure Worklets page displays.
2. Click the **Plus** icon to add a new worklet.
3. Click the **Prompt** icon and select from the list of existing worklets.
4. Click the **Minus** icon to remove a worklet from the dashboard.
5. Click the **Up Arrow** or **Down Arrow** to reorder the worklets on the page.
6. Click **OK > Done**.

### Error and Alert Messages

Error and alert messages display in the upper right-hand section of the page. They typically identify a specific field or fields where information is missing, entered incorrectly, or in conflict with a rule established by your organization.

**Errors:**

- The field **Type** is required and must have a value.

Errors prevent you from completing a task until the error is fixed.

**Alerts:**

- Select a Hire Reason.

Alerts notify you of potential problems on a page, but do not prevent the task from being completed.

Your screens and processes may vary from those described here.
Use Related Actions and the Profile Icon

The Profile icon contains links to the Home page, dashboards, and documentation (if configured).

The Related Actions icon displays next to an object when there are actions relevant to the object. For example, the Related Actions icon next to your name accesses tasks and data pertaining to your worker record.

Options beginning with the word “View” are view-only actions.

Detach the menu from the Related Actions icon by clicking and dragging the Ellipsis icon at the top of the Available Actions menu.