



Workday Navigation



TIPS AND TRICKS

August 28, 2017

Did you know.....

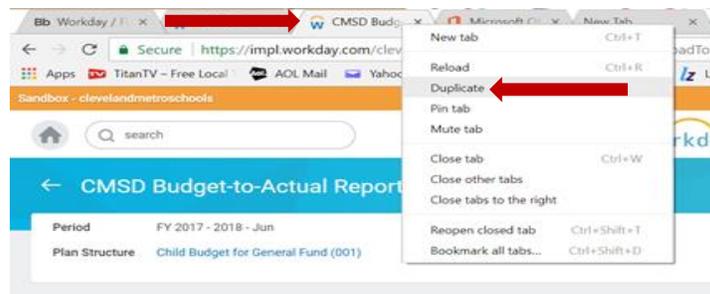
.....that you can open multiple Workday tabs without multiple logins? This can be done in two ways:

Option 1: Click on a hyperlinked task in Workday. (Hyperlinked tasks will appear to be underlined when the cursor is placed on the task.) Click the right mouse button and choose **See in New Tab**.

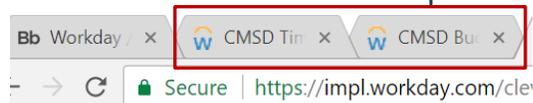
The screenshot shows a table with columns: Fund, Grant, Cost Center, Program, and Function. A red arrow points to the '0704CC Benedictine' link in the Cost Center column. A context menu is open over this link, with 'See in New Tab' highlighted by another red arrow.

Fund	Grant	Cost Center	Program	Function
401FD_A Auxiliary Services (NPSS)	3481	0704CC Benedictine	31000 School	3260FN Non-Public School Services
401FD_A Auxiliary Services (NPSS)	3481GR Fy17 Auxiliary Services	0704CC Benedictine		3260FN Non-Public School Services
401FD_A Auxiliary Services (NPSS)	3481GR Fy17 Auxiliary Services	0704CC Benedictine		3260FN Non-Public School Services

Option 2: Right click on the current Workday tab and choose **Duplicate**.



You should now have two open Workday windows.



Do you need help with Workday? Contact the help desk at: 216.838.0440

