

Personalize the Home Page (Web)

UKG Pro offers customization options for employees to personalize their homepage on the UKG Pro website. This document outlines how to add shortcuts to the dashboard, simplifying access to frequently used features and tools. By adhering to these instructions, employees can customize their UKG Pro experience to align more closely with their unique workflow and preferences, enhancing navigation and overall productivity.

Instructions

Adding Shortcuts

Upon logging in to UKG Pro, the UKG dashboard will appear.

1. From the dashboard, in the **My Shortcuts** section, select **Edit Shortcuts** icon.
2. The **Manage Shortcuts** window appears.
3. From the **Manage Shortcuts**, you can:
 - a. Remove shortcuts.
 - b. Reorder shortcuts.
 - c. Search for available shortcuts.
 - d. Add shortcuts.
4. Select **Apply**.

