Personalize the Home Page (App)

Employees can personalize their UKG Pro mobile app experience by adding shortcuts to the dashboard. This guide provides step-by-step instructions to help employees:

- Add shortcuts for quick access to frequently used features
- Customize the dashboard to improve navigation and efficiency
- Streamline daily tasks by organizing tools and resources in one place

By following these instructions, employees can tailor the UKG Pro mobile app to their needs, making it easier to access important functions quickly and efficiently.

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**.