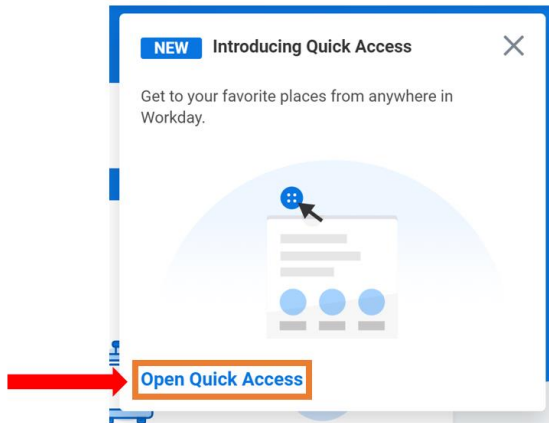
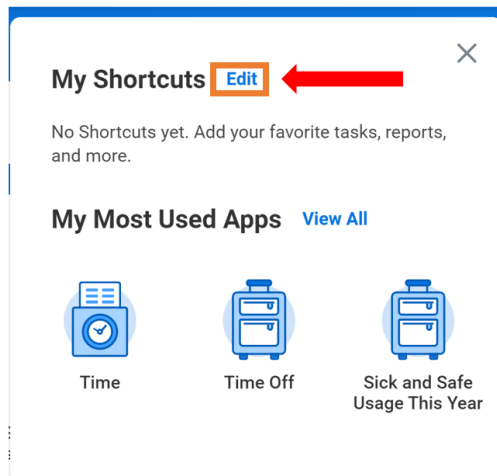


Quick Access/Shortcuts, 2021 Release 1

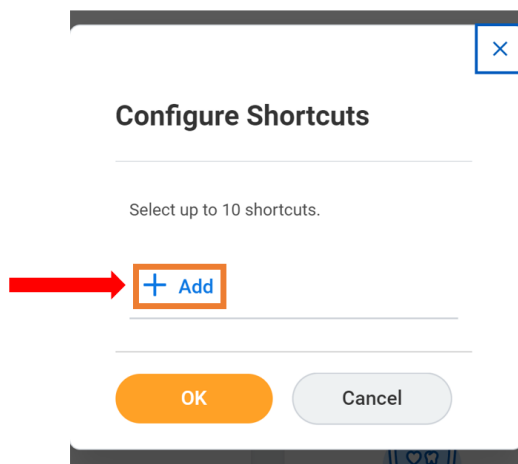
1. Click on Open Quick Access



2. Click Edit

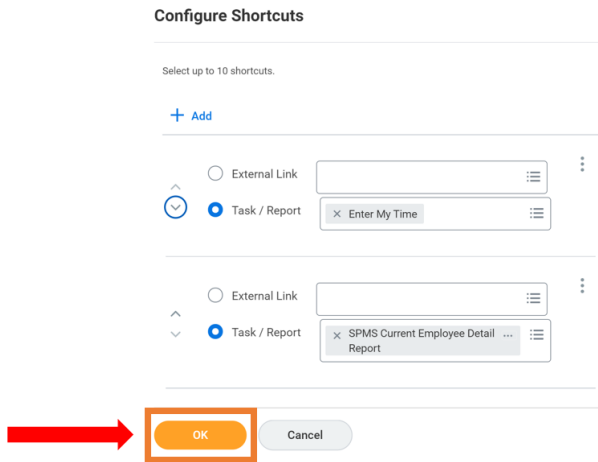


3. Click +Add to start your shortcut edits



Quick Access/Shortcuts, 2021 Release 1

4. Click OK when done, Click Add for each shortcut to add, and type the task or report in the box



5. To use your shortcuts, click on the icon above—next to notifications and inbox icons

