

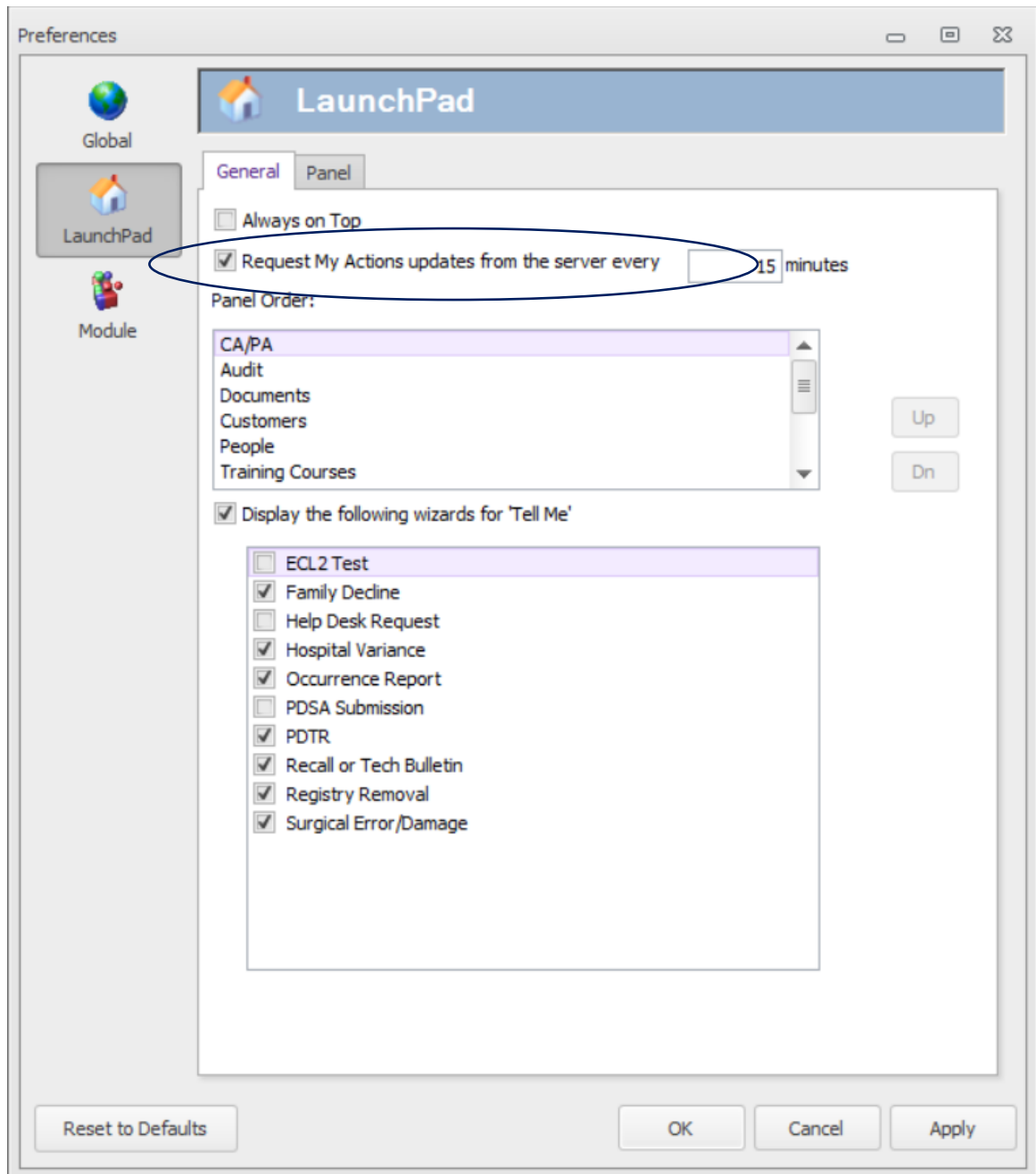
Quick Tip: Forecasting My Actions with the Launchpad Preference Menu

Want to make sure you are keeping up with your workload? These next steps will show how to customize My Actions for your individual Launchpad.

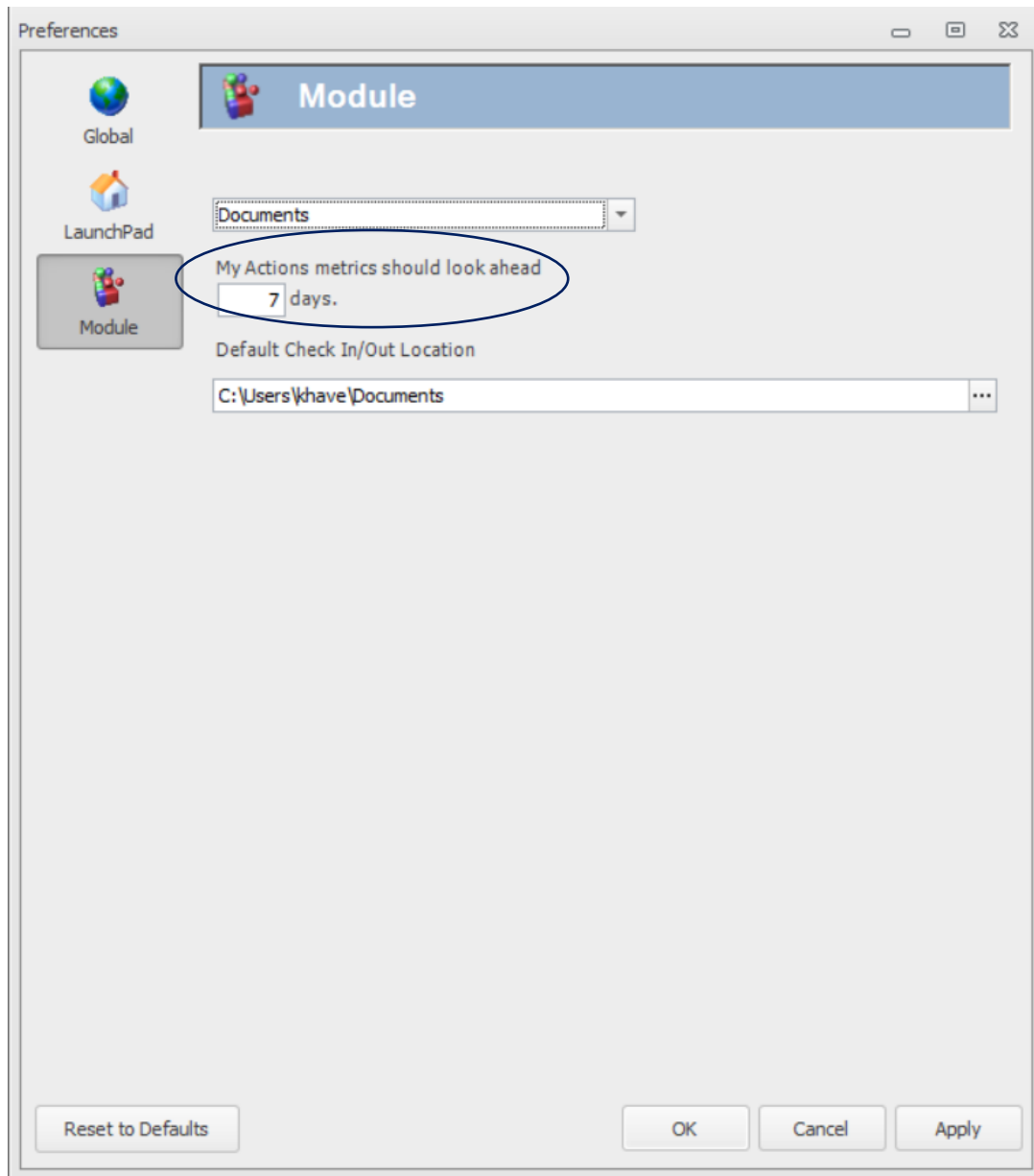
1. Log into Q-Pulse. Once the Launchpad appears Click on the Person Icon and select Preferences



2. Once the Preference box appears click on the Launchpad Icon on the left-hand side as shown below. Here is where you can choose how often My Actions updates on the Launchpad



3. Now select the Module Icon on the left-hand side. Select each Module one at a time and choose a default of how far ahead My Actions should look.



4. Reminder: My Actions show both on the Launchpad as well as in the top left corner of each Modules List View