

GETTING STARTED

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# Using Workday Mobile with an iPad



## IPAD PRO DRAG-AND-DROP

You can use the drag-and-drop function on your iPad to help you complete tasks in Workday Mobile. For example, you can drag and drop images, like reports and charts, from Workday into other applications. You can also drag images into Workday Mobile to use for your profile.



**Note:** This feature is available to all customers but only works if mobile file sharing is enabled. You can find mobile file sharing under the domain security policies.

## DRAG AND DROP WORKDAY IMAGES

Workday lets you drag and drop reports and charts to other compatible third-party applications.

1. Tap the **Apps** icon in the navigation bar.
2. Tap on **Dashboards**.
3. Tap on any dashboard (e.g., Workforce Planning).
4. Tap and hold the worklet you would like to share.
5. Using your other hand, swipe from the bottom of the screen to reveal the Apple Dock.
6. Tap the application on the Dock that you would like to share your worklet to.
7. Move the snapshot to the desired location and drop it by lifting your finger from the screen.



**Note:** To move multiple images at once, tap and hold the first image you would like to copy. Then, using your other finger, tap the remaining images you would like to share

and follow steps 5–7. This process only works on iPad Pros that run on OS 11 or higher.



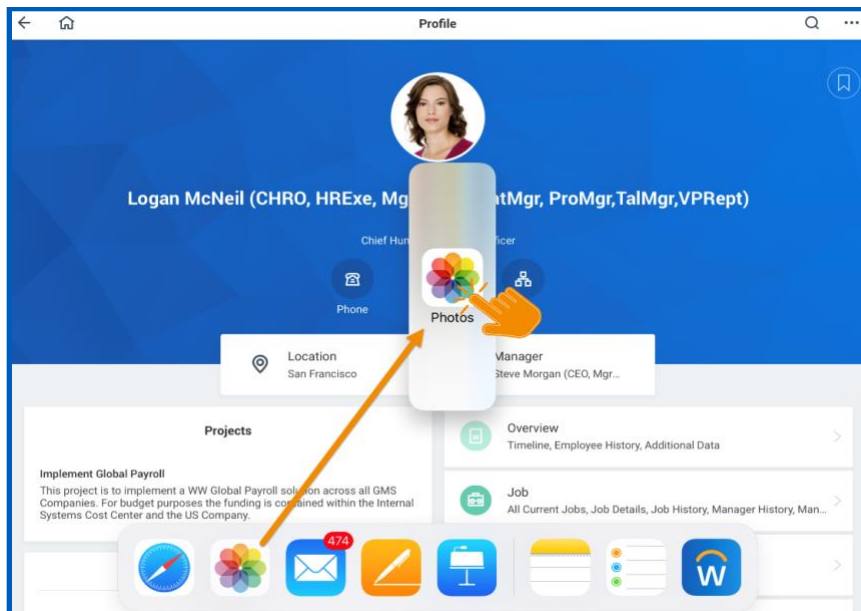
# Getting Started: iPad Pro Drag-and-Drop

Employee

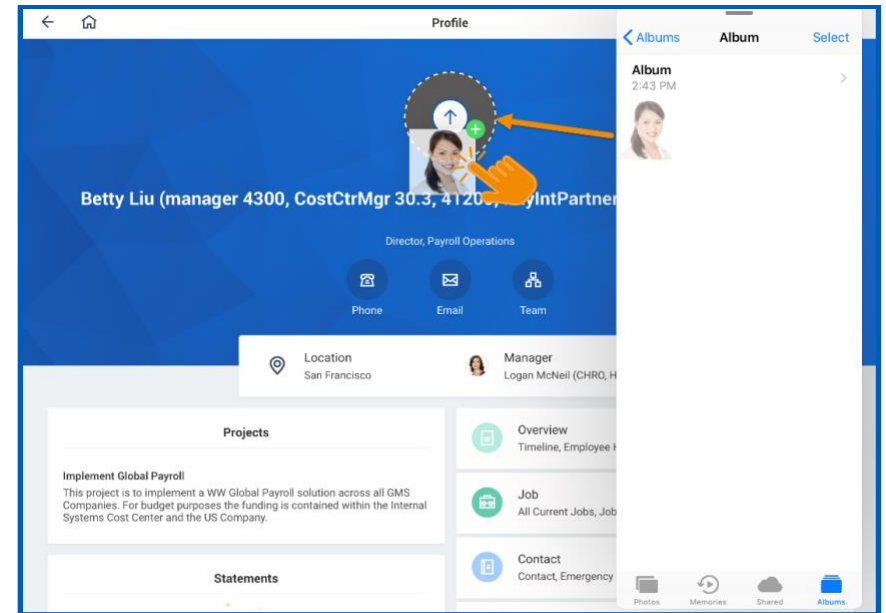
## UPDATE YOUR PROFILE IMAGE

You can also update your profile image from your iPad Pro.

1. From the Home page, tap your **profile** image.
2. Tap **View Profile**.
3. Open the iPad dock.
4. Tap and hold your photo storage application.
5. Drag it to the center of the screen and release to open the slide-over feature.



6. Tap and hold the desired photo from the floating window.
7. Drag and drop the new photo on top of your current Workday profile photo.
8. Adjust the photo position, then tap **Done**.



**Note:** Depending on your company's security settings, an administrator may need to approve the photo update.