About LaunchPad

The LaunchPad is a quick way to access the QUT applications, systems and webpages you use regularly.

You can create a customised list of shortcuts that’s available on the homepage and from the LaunchPad icon on every QUT Digital Workplace page.

Accessing the LaunchPad

Select the LaunchPad icon in the top navigation bar on any page in the Digital Workplace to open your LaunchPad.

When you first use the LaunchPad, you’ll find a set of default shortcuts to applications most used by staff. Applications are colour coded based on their primary audience.

You can expand your LaunchPad by creating shortcuts to useful webpages.

You can also add shortcuts from the Application Directory, which lists all QUT applications available to you.

Contact the IT Helpdesk on +61 7 3138 4000 or www.ithelpdesk.qut.edu.au
Adding applications to your LaunchPad

First select the Add a shortcut button in the LaunchPad.

**To add a personal shortcut**
For webpages and online resources, enter a title and the URL link, then click Add shortcut.

**To add a shortcut to a QUT application**
Click the Application Directory button.

Browse the directory, use the search box or filter apps by category, organisational area or alphabetically.

Select More Information to see app details, including its purpose, how to get access, and training and support information.

To add the application to your LaunchPad, click the Options button and then select Add to LaunchPad.

A minus icon will appear for items already in your LaunchPad. Click this to delete the shortcut.

You can also search for apps using the Digital Workplace search tool. Search for a keyword, and then click on the Application tab to show the app results.

Managing your LaunchPad

To manage your shortcuts click the cog at the bottom left of the LaunchPad on the homepage.

The cog can also be found to the right of the word LaunchPad if you are accessing the LaunchPad via the top navigation.

Click and drag shortcuts to change the order, press the cross to delete them or use the Add a shortcut button to add new ones.

After you’ve finished, make sure you press Save changes.

You can restore the default shortcuts at any time by pressing the Restore to default button.

You will lose any shortcuts you have added yourself if you select this option.

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