

Shortcuts and Symbols

There are a few tricks to using Workfront efficiently, including knowing how to tell where you are in the tool. A simple way to do this is to look at the symbols that are used throughout the interface. For example, if you're on a Task landing page, you'll see the Task symbol in the upper left corner of the page.

The chart below displays the most commonly used Workfront symbols. You'll also find some shortcuts to help you save some time as you work.

SHORTCUTS & SYMBOLS	
Populate a Pick-List	%spacebar in any type-ahead field
Tagging Other Users in Updates	Use the @ symbol followed by a name in the text of the update. Example: @John Doe
Required Fields	Required fields in details areas and custom forms are always in bold black letters.
	This icon represents a Job Role when seen in a pick-list.
	This icon represents a Team when seen in a pick-list.
	This icon always represents a Project.
	This icon always represents a Task.
	This icon always represents an Issue.
	Takes you to the Workfront Help Center.
	Recent & Favorites menu
	Notification Icon
	Your Avatar — Clicking your name takes you to your Profile landing page. “My Settings” takes you to your personal info. “Logout” will log you out of Workfront.