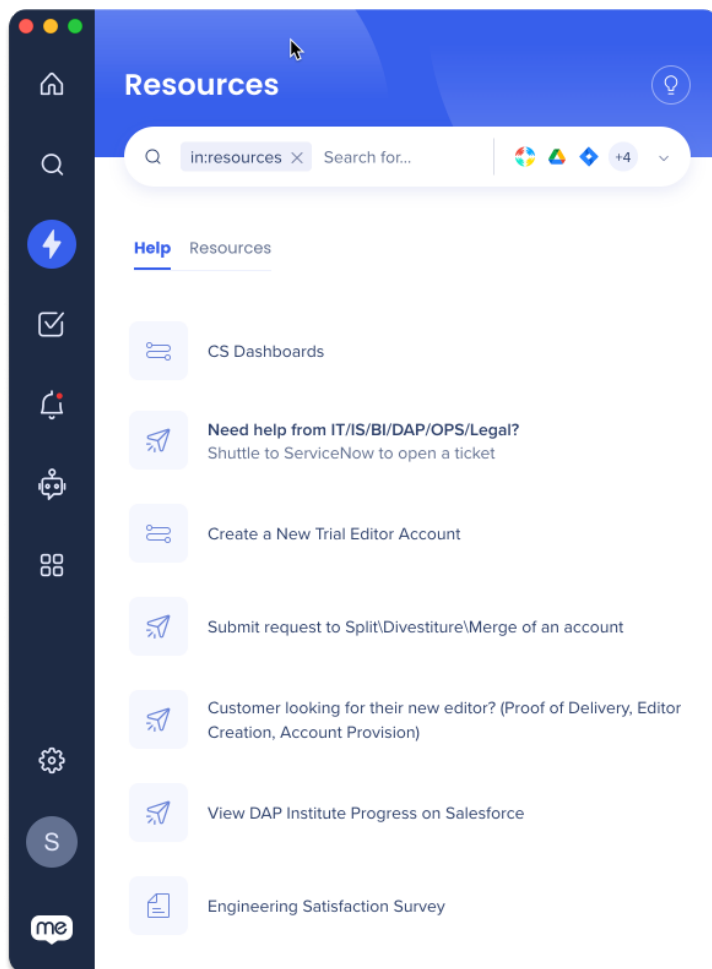# Displaying Resources in Workstation

Brief Overview

Having [Resources](#) is vital for organizations that utilize Workstation, as they provide a means for organizing and storing useful materials that can benefit both your teams and users.

Resources are added to Workstation via the [Menu Organizer](#) in the Console. Resources are displayed in Workstation's Resources and Tasks tabs, in addition to a few other screens.

In this article, we will go over how and where your Resources are displayed in Workstation.

Use Cases

Displaying Resources in Workstation can be useful in various scenarios, such as:

- **Employee onboarding**: Providing new employees with access to important resources, such as company policies, procedures, and training materials

- **Technical support**: Displaying resources such as FAQs, troubleshooting guides, and video tutorials can help users resolve technical issues on their own

- **Sales enablement**: Providing sales teams with access to resources such as product information can help them better understand the products they are selling and close more deals

- **Compliance training**: Displaying compliance-related resources such as legal documents, training materials, and regulatory updates can help ensure that employees understand and adhere to relevant regulations
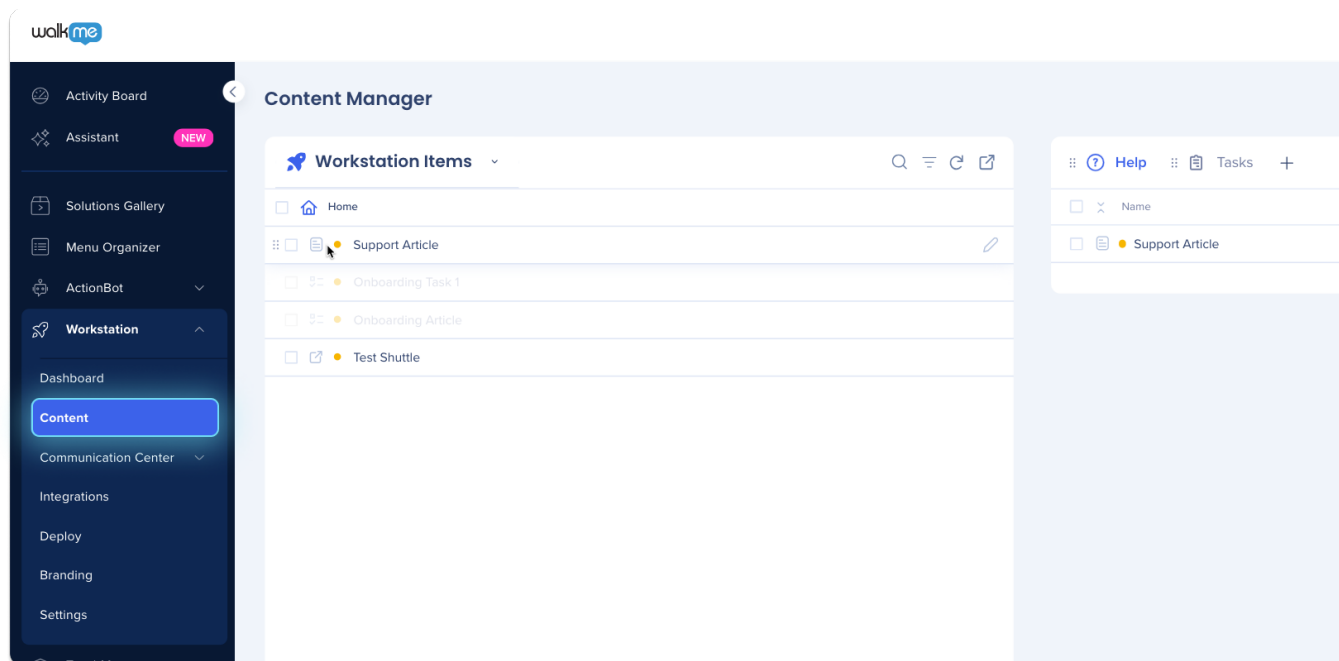
Get to Know and Use

Menu Organizer

Resources are added to Workstation via the **Menu Organizer** in the Console. To familiarize yourself with the Menu Organizer's functions, start with these links:

- [WalkMe Menu Organizer](#)
- [WalkMe Menu: Getting Started Guide](#)
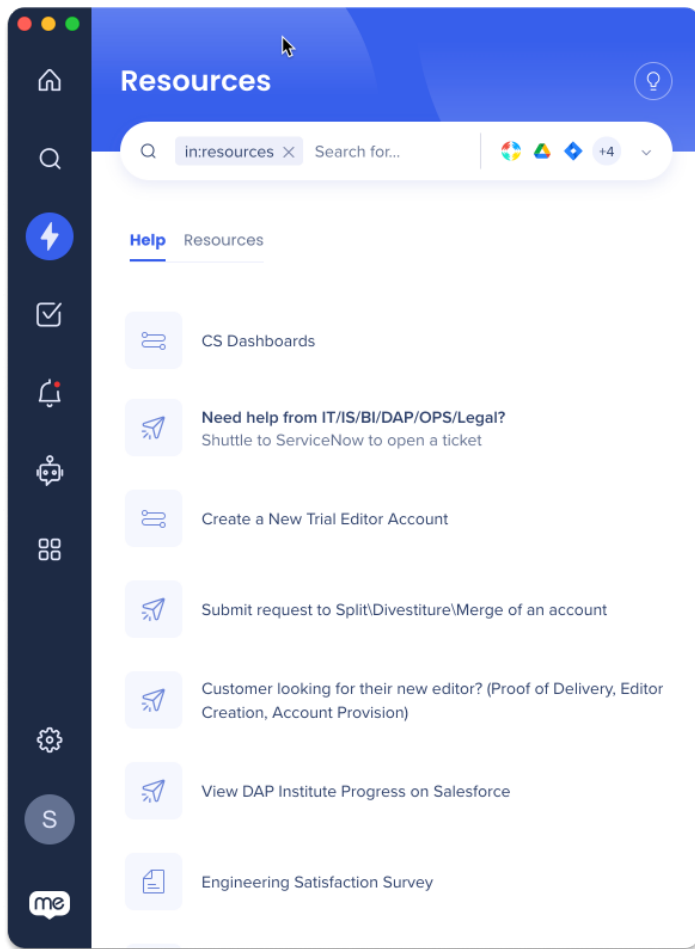
Navigate to the Menu Organizer

Console > Navigation Sidebar > Menu Organizer
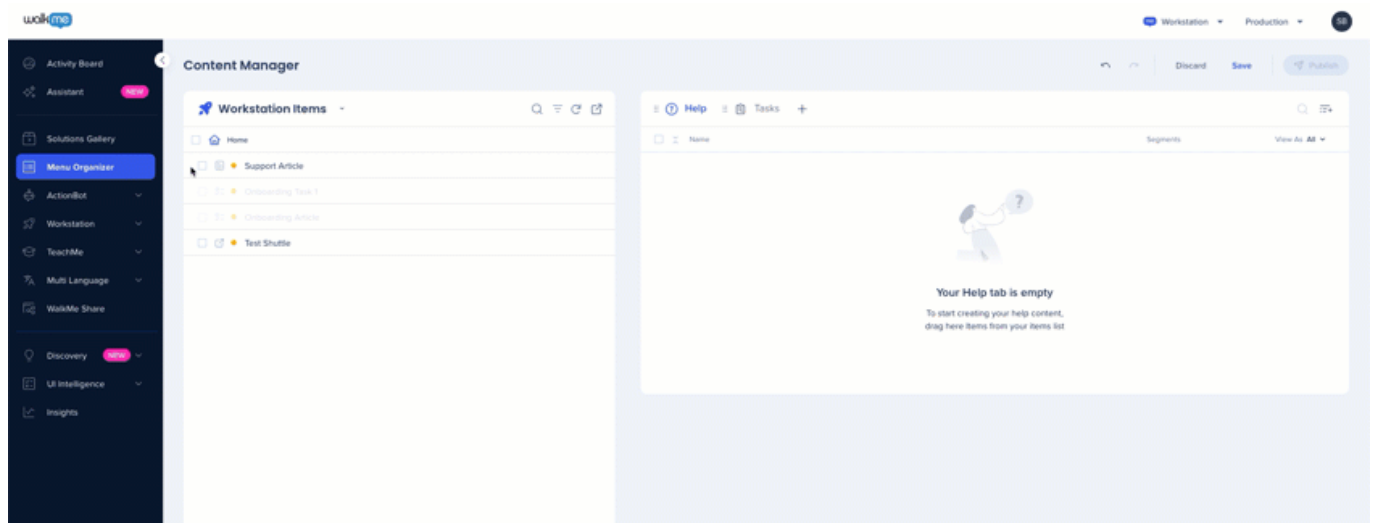
Display Locations in Workstation

Resource Tab

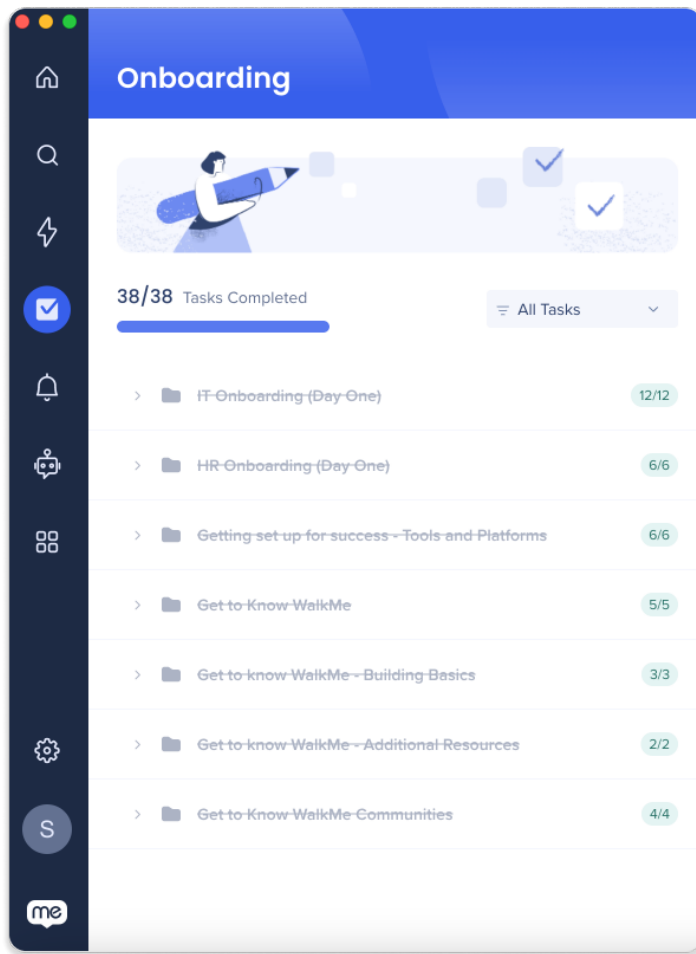- A list of [Resources](#) added to the **Help tab** in the Menu Organizer

To add items to the Help tab:

1. Navigate to the Menu Organizer in the Console

2. Click the **Help tab**

3. Drag desired items from the **Items List** to the **Help tab**

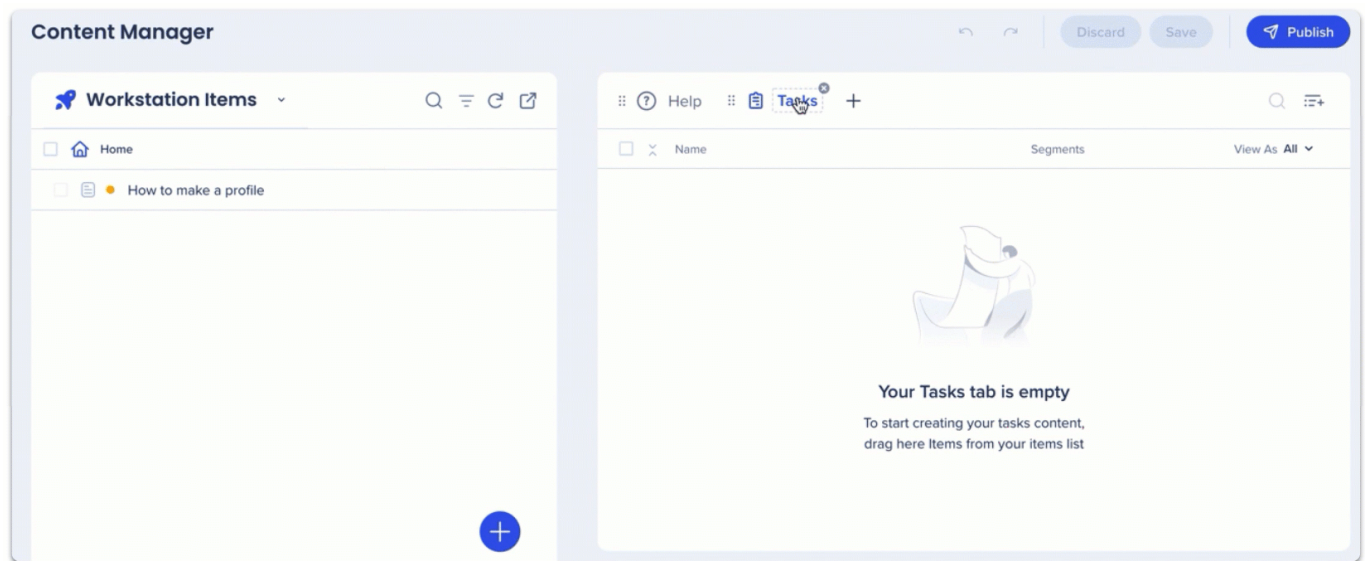4. Click **Save**

5. Click **Publish**

Tasks Tab (Onboarding)

- A list of [Onboarding Tasks](#) added to the **Tasks Tab** in the Menu Organizer

- These are tasks that have been given a goal, normally used to train users

- Onboarding Tasks cannot be added to the Help tab

To add items to the Task tab:

1. Navigate to theMenu Organizer in the Console

2. Click the **Help tab**

    1. Onboarding tasks are not available to interact with

3. Drag desired items from the **Items List** to the **Task tab**
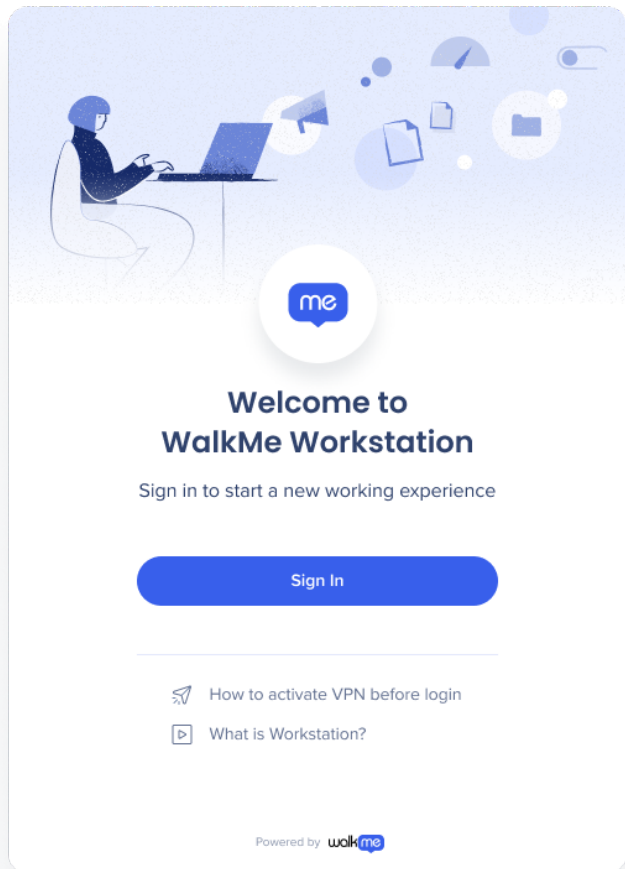
4. Click **Save**

5. Click **Publish**

Note

You can **convert** Items that are not Onboarding Tasks by adding them to the Task tab.

- The converted item will **automatically have the Goal:**

  - **Resource**: Resource Opened

  - **Smart Walk-Thru:** Smart Walk-Thru Completed

- Change the converted item's goal **via the Editor**
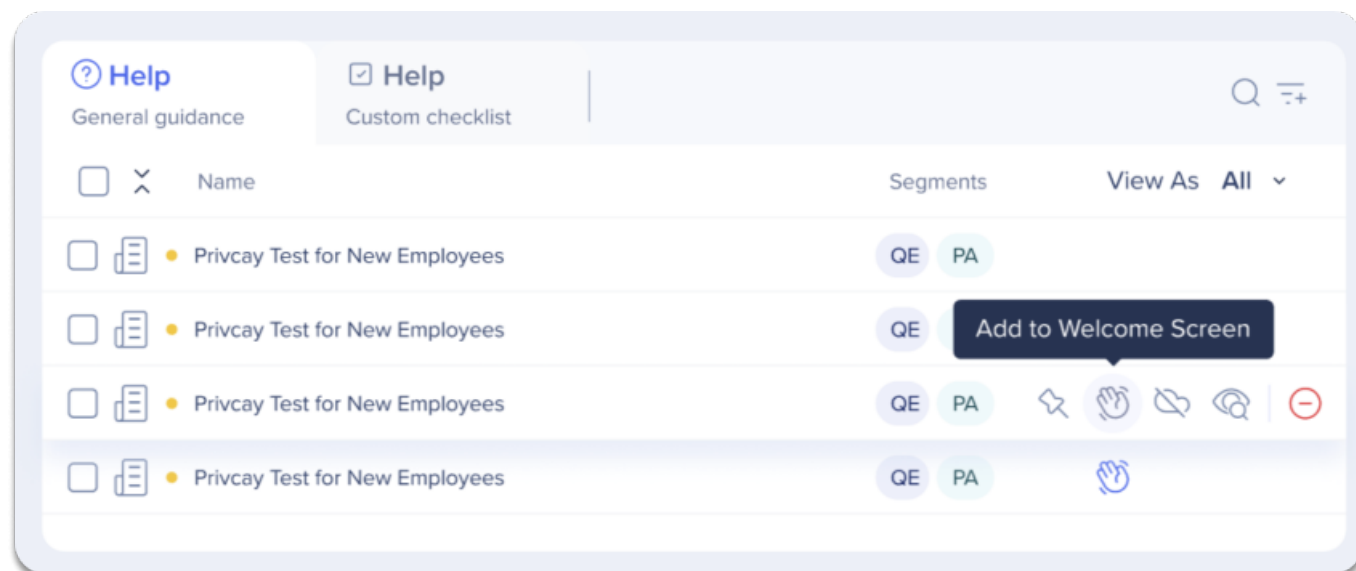
Welcome Screen

Display up to three Resources on the Welcome Screen

- Provide a list of actions that users need to perform prior to sign-in

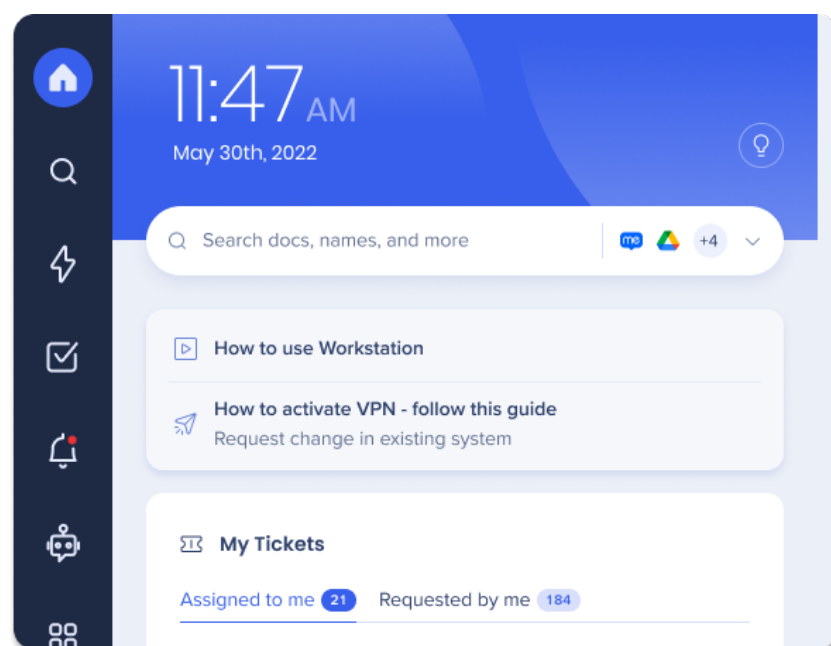 - For example, setting up a VPN or IDP

To add items to the Welcome Screen:

1. Navigate to the Menu Organizer in the Console

2. Click the **wave icon** next to items in the Help Tab to add resources to the Welcome Screen
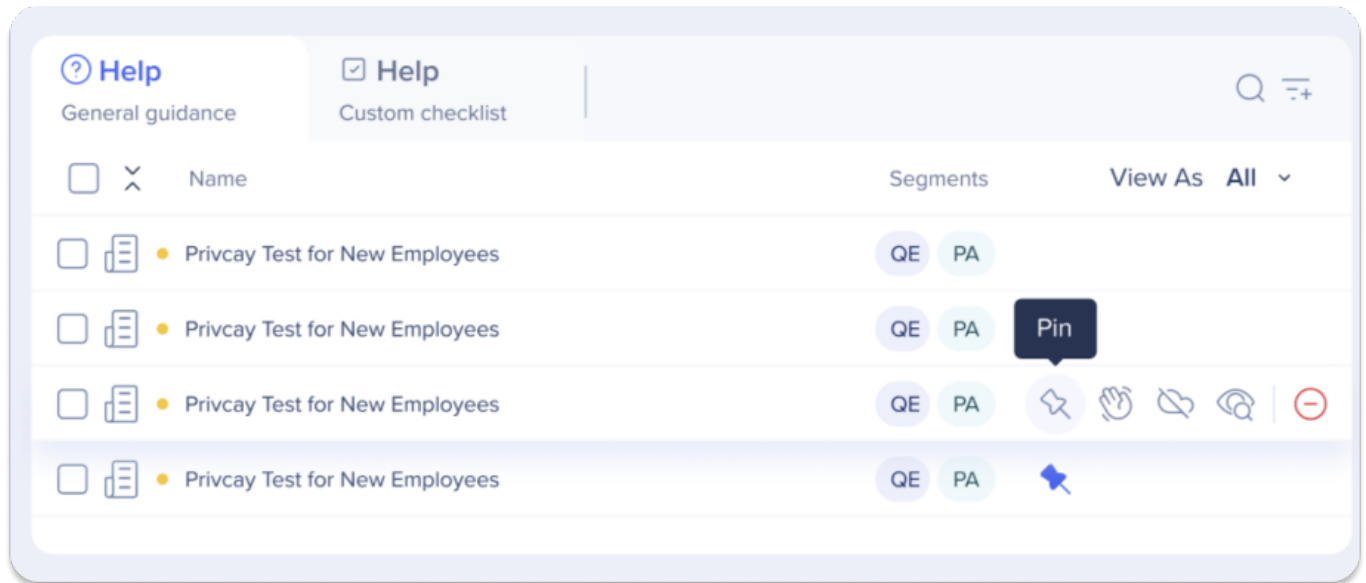
Pinned Homepage Items

Highlight specific Resources by pinning them to the top of the Homepage

- In addition to pinning Resources to the top of the Resources Tab, organizations can now also pin items to the homepage to give Resources a greater importance and grab the attention of users

To pin items to the Homepage:

1. Navigate to the Menu Organizer in the Console

2. Click the **pin icon** next to items in the Help Tab to add resources to the Homepage

Limitations

- Up to one tasks tab and overall three tabs are supported (this is a Menu Organizer limitation)

- Workstation Onboarding Tasks will be marked as completed even if the goal wasn't reached (this is a bug that will be fixed)

- ShoutOuts are not supported in the Welcome Screen
- Pinned items are not draggable and do not display on "Customize Homepage"
- Onboarding Tasks are not supported in "Pinned Homepage Items"