# exos

## **Getting Started**

1. Click the Profile icon in the top right of your Workday screen, **View Profile**.

2. Click the **Actions** button.



3. Select Additional Data > Edit Effective-Dated Custom Object.

#### Actions Talent > Time and Leave > Workday Account > Worker History > Favorite > Preferences > Security Profile > ne Additional Data > Edit Effective-Dated Custom Object Workday Account > View All ne Off View All As Of Edit ntact

### 6. Fill out all the items:

- Shoe Size
- Short / Pant Size
- Shirt / Jacket Size (unisex sizing)
- Shirt / Jacket Size
- Gender Preference

#### **Employee Clothing Sizes**

Do I Want Adidas Gear	Search	∎
Gender Preference for Clothes		_
Shirt / Jacket Size (unisex sizing)		_
Shirt / Jacket Size		_
Short / Pant Size	:=	_

#### 7. Click **Submit** and **Done**.

4. Enter an Effective Date and click OK.

5. Click on Edit Additional Data.

Edit Additional Data