

# REFINITIV WORKSPACE

## Introduction

Refinitiv Workspace browser is a single window display created to meet your workflow needs, offering a simple interface for easy navigation.



If you use Workspace on multiple devices, you have access to the same layouts, templates, and monitor lists wherever you are. Note, however, that you can only be signed in on one device at a time.

- For desktop access, go to your applications folder and select the blue Refinitiv Workspace icon.
- For web access, go to [workspace.refinitiv.com/web](https://workspace.refinitiv.com/web) for a streamlined web version of Workspace.
- For mobile access, go to the App Store and download the Refinitiv Workspace app (Apple devices only).

# Browser Key Elements

Key elements of the Workspace Browser interface:

- [The Refinitiv Workspace menu](#) (the R menu)
- [The Hamburger menu](#)
- [The Home page](#)
- [Tabs](#)
- [The Search bar](#)
- [Bookmarks](#)
- [Alerts](#)
- [The Help menu](#)
- [The Save icon](#)
- [The App menu](#)

The screenshot shows the Refinitiv Workspace Browser interface. Red boxes highlight the following elements:

- Refinitiv Workspace menu**: The 'R' logo in the top left corner.
- Hamburger menu**: The three horizontal lines icon in the top left.
- Home page**: The house icon in the top left.
- Tabs**: The '+' icon in the top left.
- Search bar**: The search input field in the top center.
- Bookmark**: The star icon in the top right.
- Alert**: The bell icon in the top right.
- Help menu**: The question mark icon in the top right.
- Save icon**: The document icon in the top right.
- App menu**: The three dots icon in the top right.

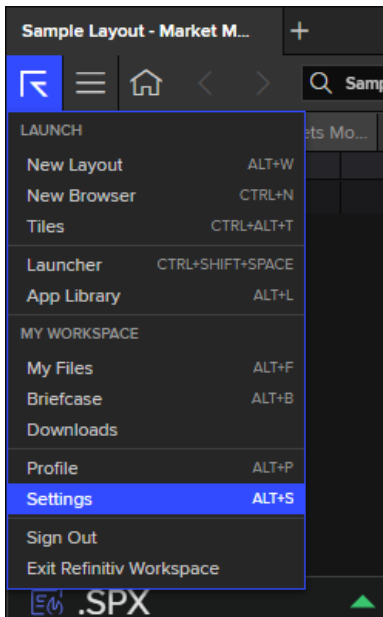
The interface displays a table of market data for the S&P 500 index and a news article about Toyota's profit.

RIC	Name	Last	Pct. Chng	+
.SPX	S&P 500	4,155.17	1.56 %	▲
O	4,107.96	52 Wk High	4,818.62	2022-01-04
L	4,107.96	52 Wk Low	3,636.87	2022-06-17
H	4,167.66	Life High	4,818.62	04-Jan-2022
C	4,091.19	Life Low	38.98	22-Oct-1957

News Article: **Hit by rising costs and supply snags, Toyota profit tumbles 42%**  
 TOKYO, Aug 4 (Reuters) - Toyota Motor Corp's profit tumbled a worse-than-expected 42% in its first quarter as the Japanese automaker was squeezed between supply constraints and rising costs.

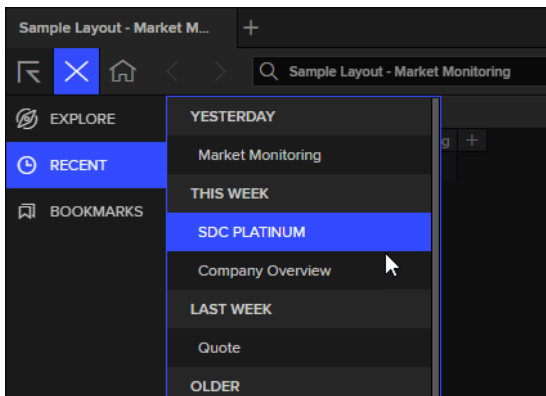
## The R Menu

The R menu enables you to launch a new layout, browser tab, the App Library, to change your Workspace settings, edit your profile, quickly access your downloads and briefcase, and sign out from or quit the application.



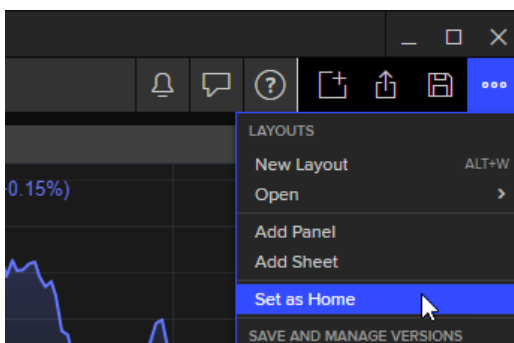
## The Hamburger Menu

With the Hamburger menu, you can find your recently used apps and layouts, as well as your Explore and Bookmarks bars if you have hidden them.



## The Home Page

The home page is the screen you see when you launch Refinitiv Workspace. Your default home page is tailored to your job role. You can set your own home page – this could be a particular app or a new layout.

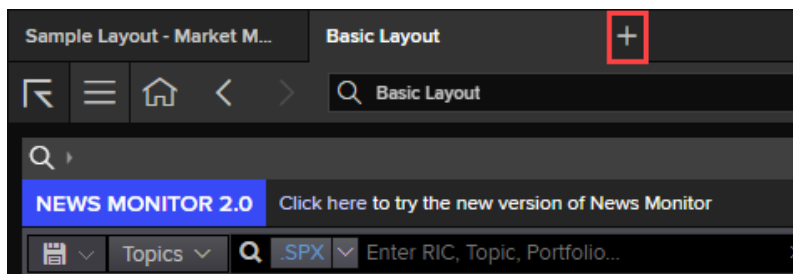


## More details

- [Launching apps from the Explore bar](#)

## Tabs

Add up to eight tabs in a window to explore content without losing your current work and to make window management easier. Open a new tab by clicking the plus button at the top or pressing **Ctrl+T** on your keyboard.



## The Search Bar

Here you can use natural language or codes to launch apps, access company information, or search for data.

Look for information about securities, derivatives, deals and other financial markets content – or ask a question to find relevant help articles.

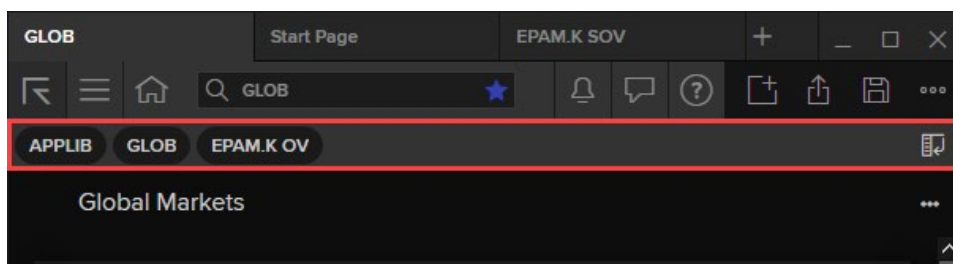
The Search bar includes the Star icon, which you can use to bookmark apps and layouts.

## More details

- [Search and Navigation](#)

## Bookmarks

Bookmarks enable you to save a page with its active instrument and parameters for easy access in future. It is convenient to access the saved pages from the Bookmarks bar.

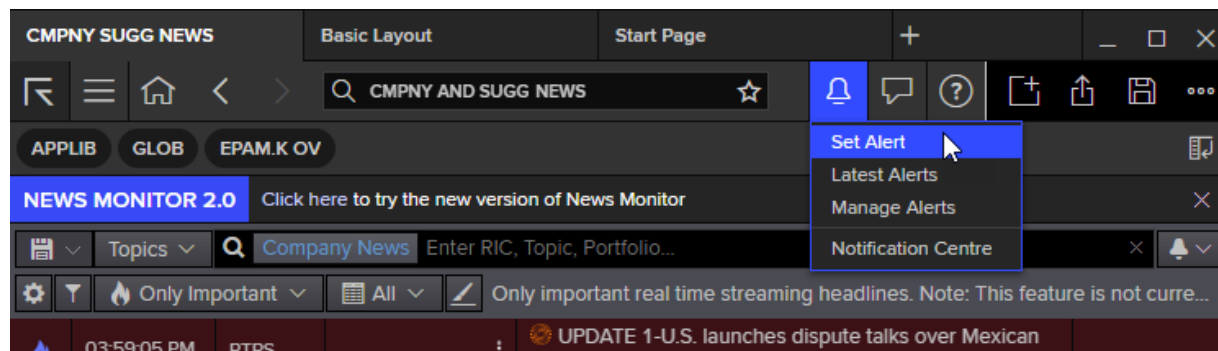


## More details

- [Bookmarking a page](#)
- [Where do I see the Bookmarks bar?](#)
- [Showing/hiding the Bookmarks bar](#)
- [Moving the Bookmarks bar in Refinitiv Workspace](#)

## Alerts

Alerts enables you to keep up to date with what is important to you. Alerts notify you if there are any issues with your data including price, news, research, and company events. You can get them directly via Workspace or as email notifications.



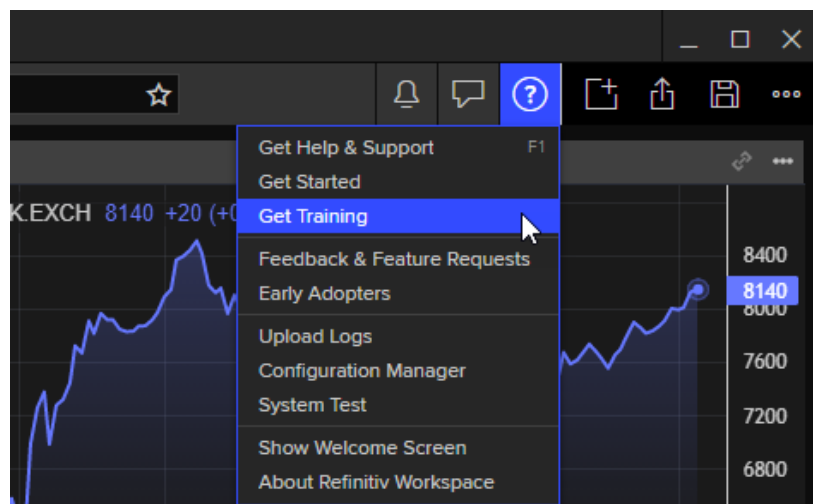
Accessing the Alerts Manager, you can modify your alert settings or view the latest alerts.

### More details

- [Creating alerts](#)
- [How does Alerts work?](#)
- [How do I find unread alerts?](#)

## Help

Click the Help menu icon or press **F1** on the keyboard to view help articles, get support, and find training materials.



Accessing Getting Started, you can take Workspace tours and submit feedback. The bottom line informs you about your current version of Refinitiv Workspace.

## The Save Icon

You can save your work and layouts manually, or you can enable autosave via the App menu.



## The App Menu

This enables you to create layouts or add panels and sheets to an existing layout. You can also manage layout versions, set your home page and print.



# Layouts

A layout enables you to combine any apps in a snapped or stacked arrangement and to view them all in a single window. This helps you create a customized navigation and makes it easier to access your applications.

You can create as many layouts as you need. You can access them in your browser on the web or in the desktop, and you can add them to a tile set. By default, changes that you make to a layout are saved automatically. If you need to revert to a previous arrangement, you can always roll back to an earlier version.

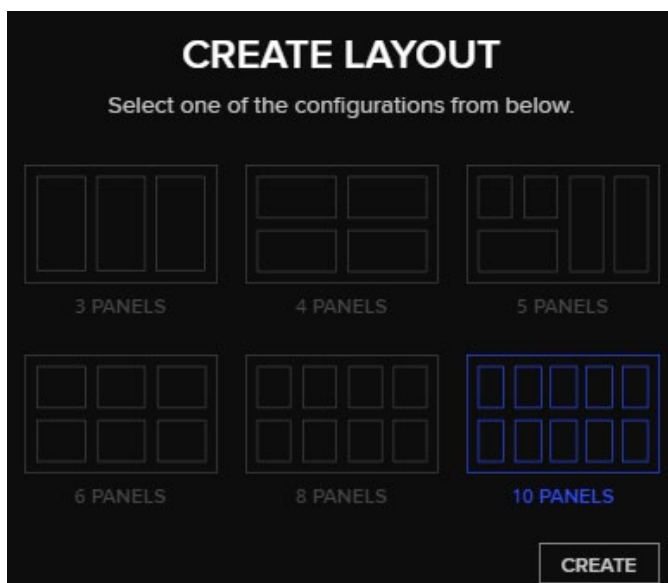
All layouts are stored in your My Files. To get to them quickly, save them as bookmarks or set one as a homepage.

To create a new layout, click the R menu in the top left corner and select **New Layout**. Alternatively, you can use the **Alt+W** keyboard shortcut.

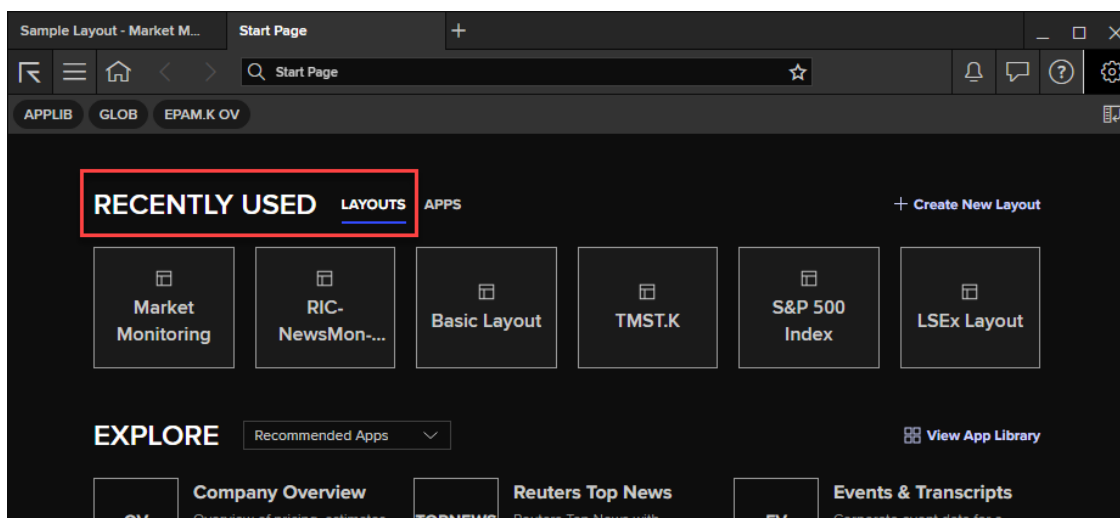
The screenshot shows the Refinitiv Workspace interface. The top left corner features a navigation menu with a blue 'R' icon. A dropdown menu is open, listing various options under 'LAUNCH' and 'MY WORKSPACE'. The 'New Layout' option is highlighted in blue, with a mouse cursor pointing to it. The background shows a market monitoring dashboard with a table of financial data.

	Last	Pct. Chng	RIC	Name	
			▶ .STOXX50E	ESTX 50 PR	384
			▶ .OMXC20	OMXC 20	165
			▶ .OBX	OSLO OBX INDEX	115
			▶ /.ATG	AT COM SHR PR /d	90
			▶ .IRTS	RTS INDEX	117
			▶ .WIG	WIG	5746
			▶ .PX	PX-PRAGUE SE IND	133
			▶ .XU100	BIST 100	265
			▼ MENA INDICES		
			▶ /.JTOPI	TOP40 -TRADEAB/d	6442
			▶ .BAX	BB ALL SHARE IDX	190
			▶ .EGX30	EGX 30 IDX	998

Then you can select one of the preset layouts and begin adding the apps you want.



Your recently used layouts are always available when you create a new start page.



### More details

- [What are layouts?](#)
- [Creating a new layout](#)
- [Layout view modes](#)

## Need more help?

To open the Help & Support app in Workspace, press **F1** or select the **Help** icon and select **Get Help & Support**. You can contact us directly through the Help & Support app via the **Contact Us** section. And to access learning content on the training site, go to [training.refinitiv.com/workspace-training/](https://training.refinitiv.com/workspace-training/).