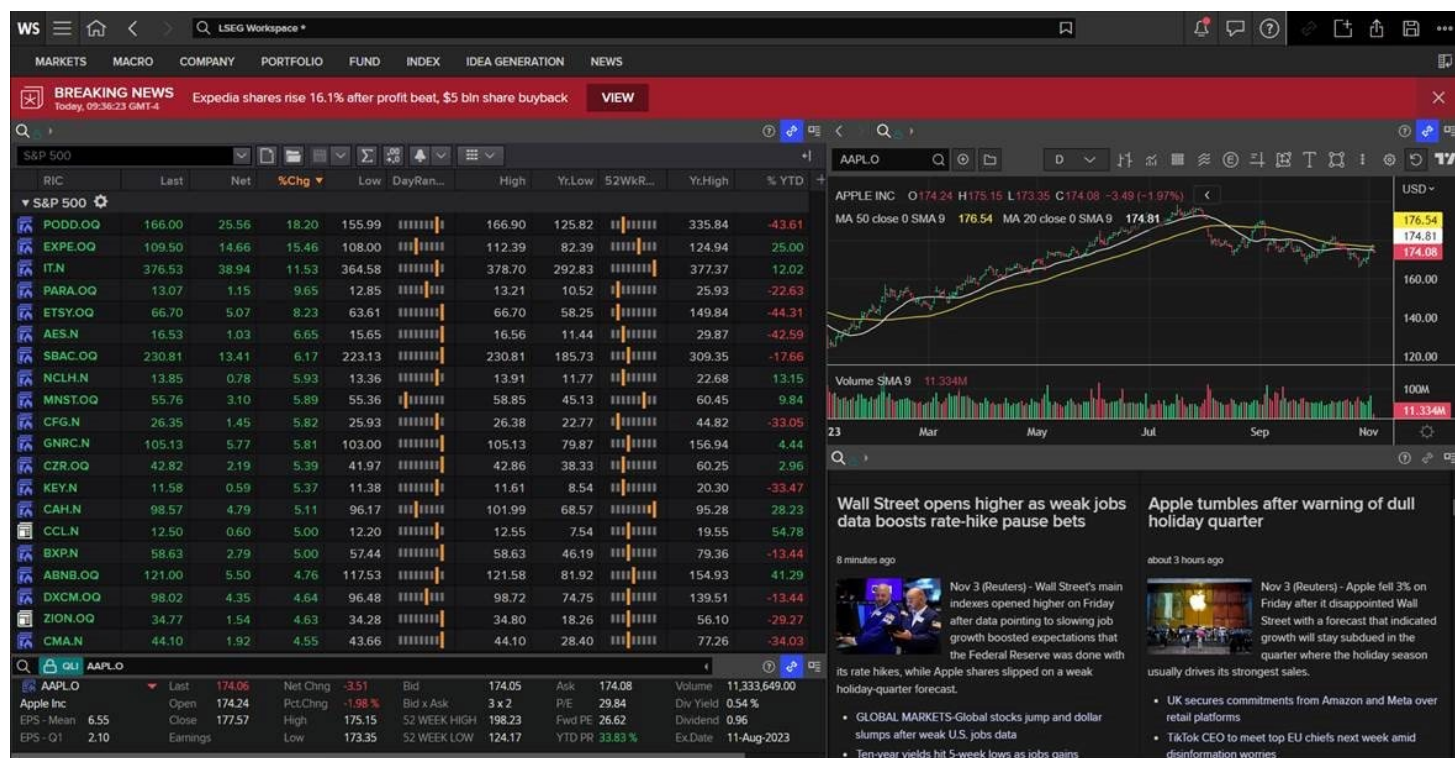# LSEG WORKSPACE

Introduction to Workspace

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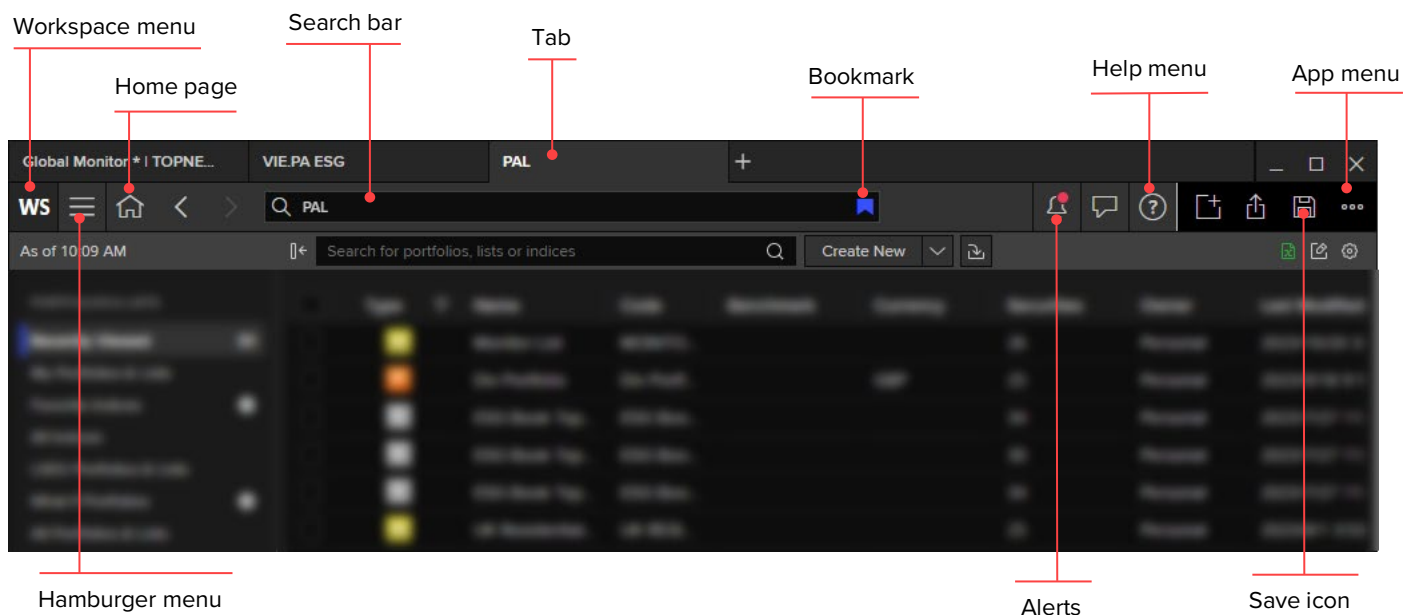

If you use Workspace on multiple devices, you have access to the same layouts, templates, and monitor lists wherever you are. Note, however, that you can only be signed in on one device at a time.

- For desktop access, go to your applications folder and select the blue LSEG Workspace icon.

- For web access, go to workspace.refinitiv.com/web for a streamlined web version of Workspace.

- For mobile access, go to the App Store or Google Play and download the LSEG Workspace app.
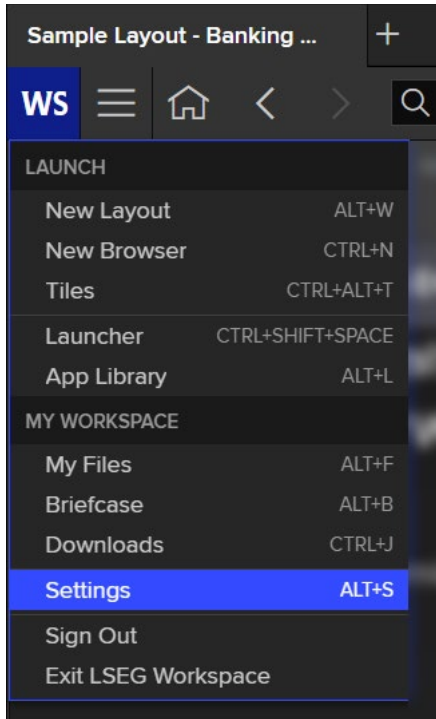
Key interface elements

LSEG Workspace has the following key elements:

- [Workspace menu](#)

- [Hamburger menu](#)

- [Home page](#)

- [Tabs](#)

- [Search bar](#)

- [Bookmarks](#)

- [Alerts](#)

- [Help menu](#)
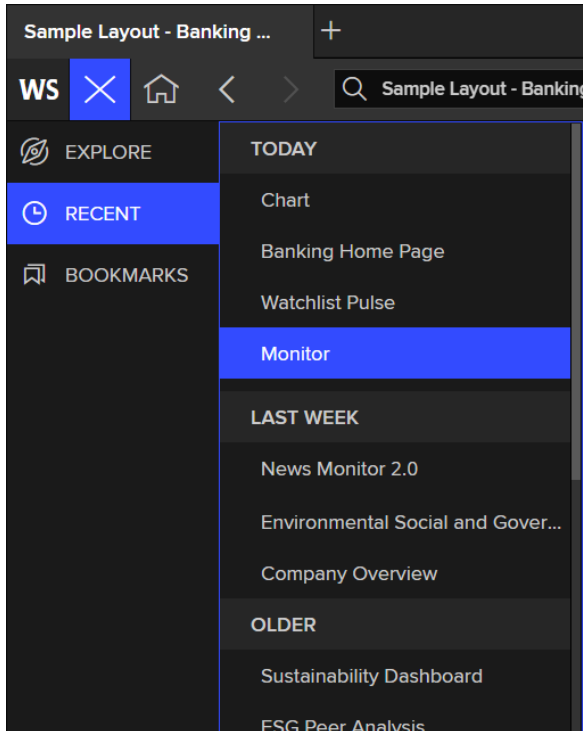
- [Save icon](#)

- [App menu](#)

The Workspace Menu

The Workspace menu enables you to perform various actions, including creating a new layout, opening a new Workspace window, accessing the App Library, changing your Workspace settings, editing your profile, accessing your downloads and briefcase, and signing out from or quitting the application.
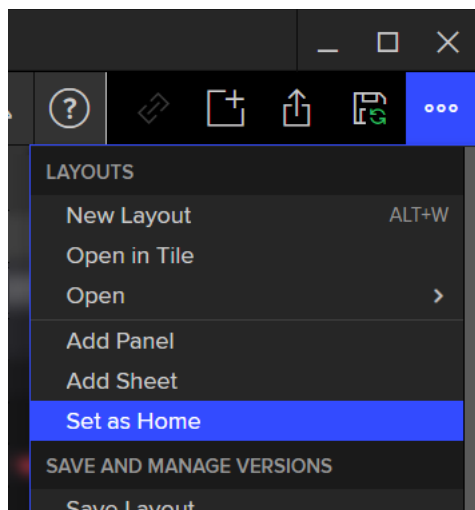

The Hamburger Menu

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. When active, the Hamburger menu icon (3 lines) changes to an **X.**

The Home Page

The home page is the screen you see when you launch LSEG 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.

To set a new home page, go to the **App Menu** on the top right of the screen and select **Set as Home**.
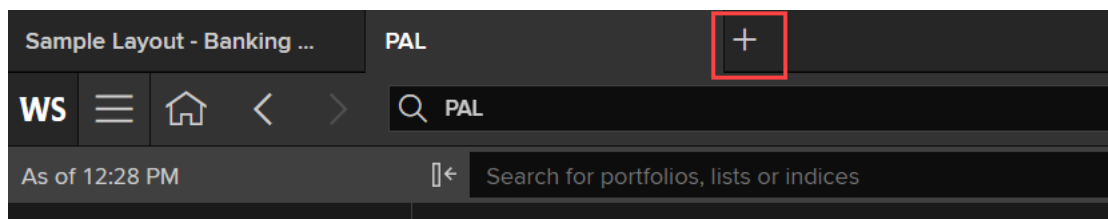

More details

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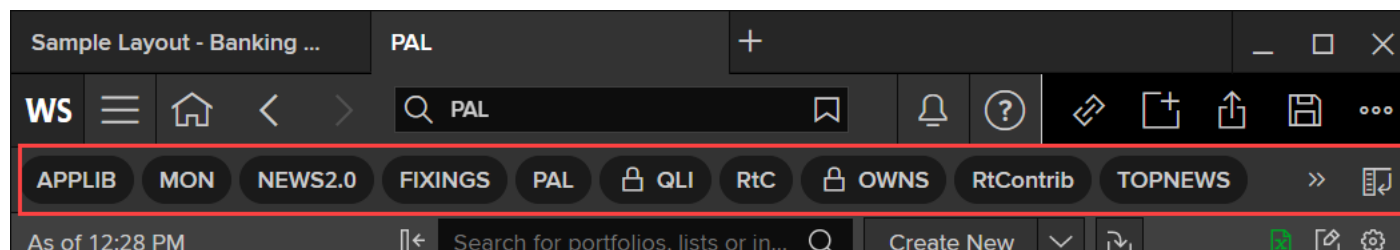
Look for information about securities, derivatives, deals and other financial markets content – or ask a question to find relevant help articles.

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

More details
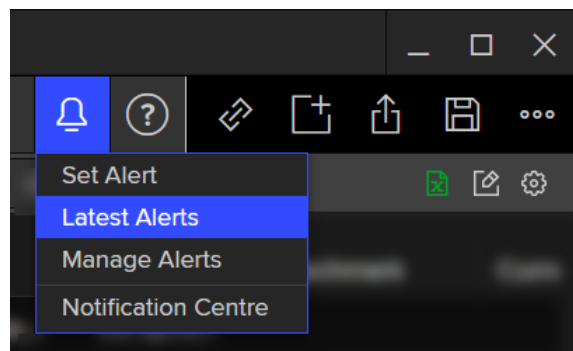
- [Search and navigation](#)

LSEG

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](#)

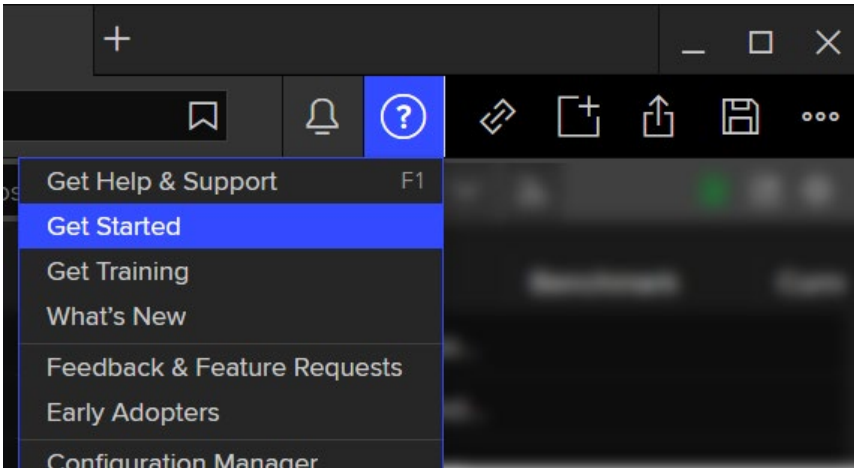- [Moving the Bookmarks bar in LSEG Workspace](#)

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.
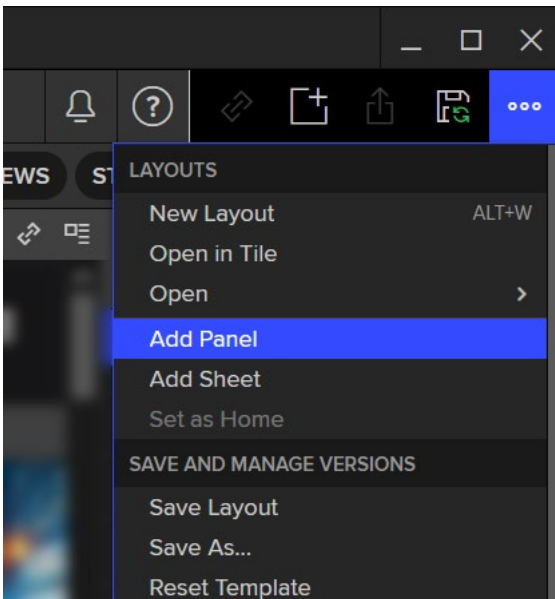
Click **Get Started** to take Workspace tours and submit feedback. The bottom line informs you about your current version of LSEG Workspace.

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.
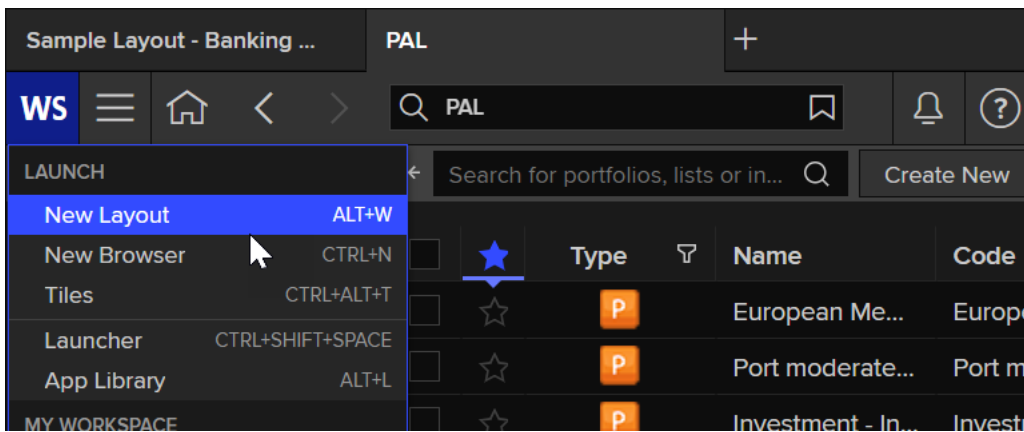
Layouts

A layout enables you to view multiple applications side by side in LSEG Workspace. This makes it easier for you to monitor what you're interested in.
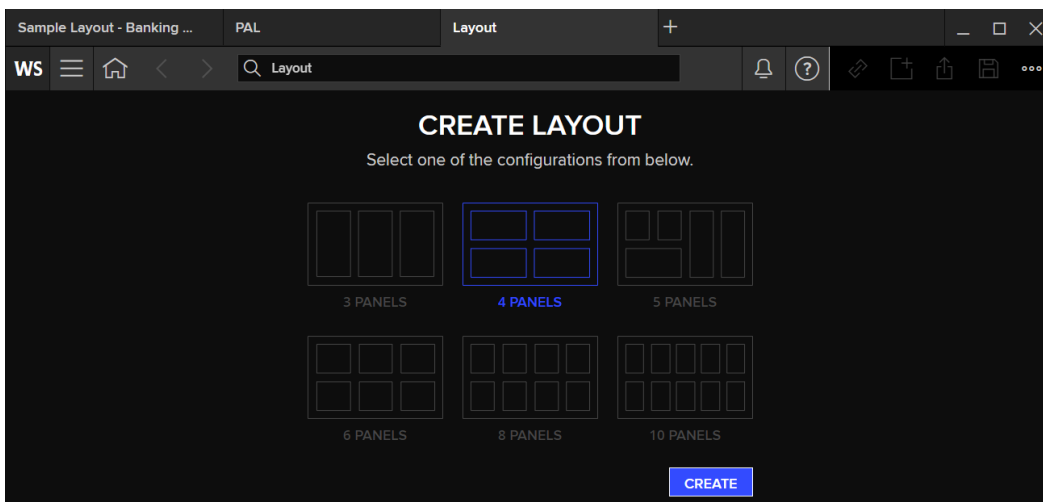
You can include in the layout any app that is available in LSEG Workspace.

You can create as many layouts as you need. However, the best practice is to create a single layout sheet, for example Portfolio Manager with one sheet per portfolio, or to create multiple sheets that are part of a specific workflow, such as Wealth Manager with one sheet for each of the top people it advises.
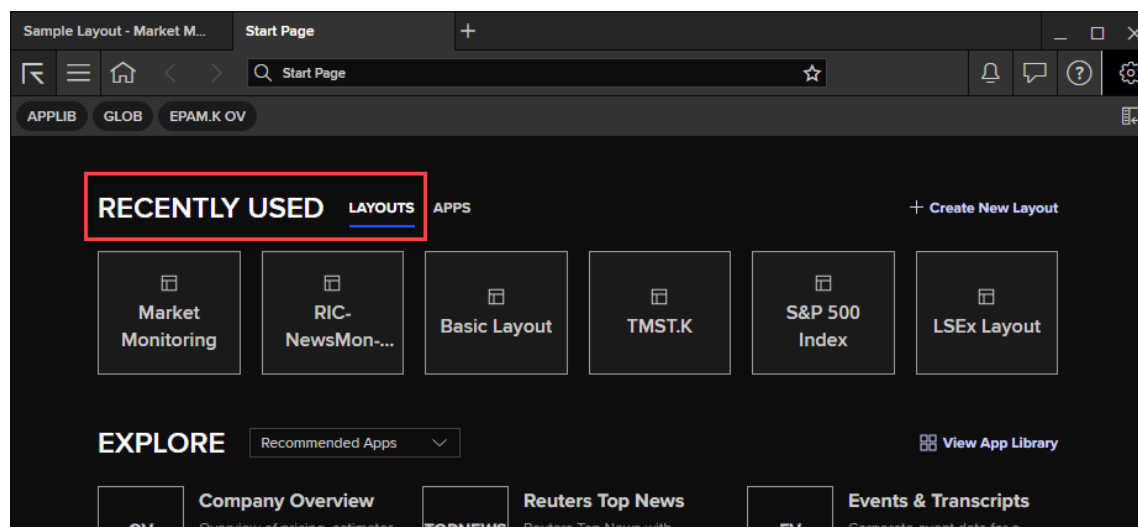

To create a new layout, click the **WS** icon in the top left corner and select **New Layout**. Alternatively, you can use the **Alt+W** keyboard shortcut.

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

LSEG

Your recently used layouts are always available when you create a new start page. Click the **+ (Plus)** tab to open the Start Page.

More details

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

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. Find additional learning opportunities with the LSEG Academy: [Learning Catalogue | LSEG](#).