HOW DO I ... Add Tasks/Reports to my Favourites?

ABOUT THIS TASK: Describes how to create shortcuts to tasks, reports, and business objects through the Favourites worklet.

AUDIENCE: All Employees.

DETAILED JOB AID: N/A

Note: All values in screenshots are examples only and may not refer to actual data in Workday.

1. On Workday’s home page, select the gear icon located at the top right of the Applications menu. The Configure Worklets page displays.

2. Under the Optional Worklets section click the ‘+’ icon to add an additional worklet entry.

3. In the new row, under the Worklet header, enter Favorites.

   **TIP:** An Alert displays advising this worklet may not display properly in Mobile applications—this is only a warning and will not stop you from continuing.

4. Click OK and then Done. The Workday home page displays with the Favorites worklet listed in the Applications menu.

5. Click the Favorites worklet.

6. On the Favorites page, click the gear icon to the top right of the ribbon and select Manage Favorites.

7. On the Manage Favorites Page, use the text fields to enter the names of any tasks, reports or business object that you would like to have quick access to from the Favorites Worklet.

8. Click OK and then Done. The Favorites Page displays. Your favorite tasks, reports, and business objects have now been saved as shortcut buttons.