

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.

Welcome, On behalf of: EUT HR Partner UBCV 409 

Applications
14 Items


Pay Payroll Purchases Expenses

Optional Worklets

Select the optional worklets you would like to include on your Home page.

Errors and Alerts Found

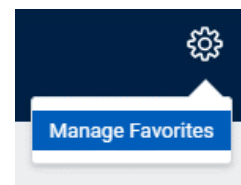
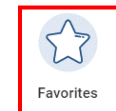
2 Items

	Order	*Worklet
		

Search

Favorites

OK Done



Favorite Tasks/Reports

Favorite Custom Reports

- COM-RPT-104 PD Fund - Replenish EIB for Non Continuing Sessionals
- (Supplier Request BO) COM-RPT-547 Find Supplier Request

Favorite Business Objects

OK Done