FAVORITES

In Workday, you can create a Favorites application that contains actions or reports your complete frequently in Workday. In order to do this, you first have to add the Favorites application to your homepage and than manage your favorites tab.

ADD APPLICATIONS TO HOME PAGE

Welcome, Bryan Banville	ද්රා
Applications 6 items	

From the **Home** page:

- 1. Click on the **Gear** icon at the top right of the Home page.
- 2. Two lists of applications will appear, but only the optional applications list is editable and can be configured by the worker.

Optional Worklets					
Select the optional worklets you would like to include on your Home page.					
2 items					
Ð	Order	*Worklet			
$\oplus \bigcirc$	₹ ▼	× Favorites			
$\oplus \bigcirc$	▲ ▲	Inbox			

- 3. Click the **Plus** icon to add lines under the Optional Applications list.
- 4. Use the **Prompt** icon or type **Inbox** and **Favorites** and any others to the list.

NOTE: We recommend for all employees to add the Inbox and Favorites worklets to their Home page.

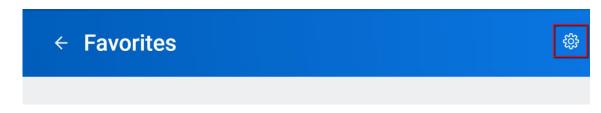
- 5. Click **OK**.
- 6. Click DONE.

MANAGE FAVORITES

From the **Home** page:



- 1. Click on the **Favorites** application.
- 2. An empty application will appear.
- 3. Click on the **Gear** icon at the top right of the Favorites application.



- 4. Click Manage Favorites.
- 5. Use the **Prompt** icon or type to indicate tasks/reports or custom reports that you often use.

	Manage Favorites		
දිරු	Favorite Tasks/Reports	× Create Supplier Invoice Request	:=
		× Create Requisition Template	
		× Create Requisition	
		× Create Expense Report	
Manage Favorites	Favorite Custom Reports		:=
	Favorite Business Objects		∷≡

- 6. Click **OK**.
- 7. Click Done.
- 8. Now the selected tasks and reports will display in the **Favorites** application.

← Favorites		¢
	A. 17	
	Actions Create Expense Report	
	Create Requisition	
	Create Requisition Template	
	Create Supplier Invoice Request	