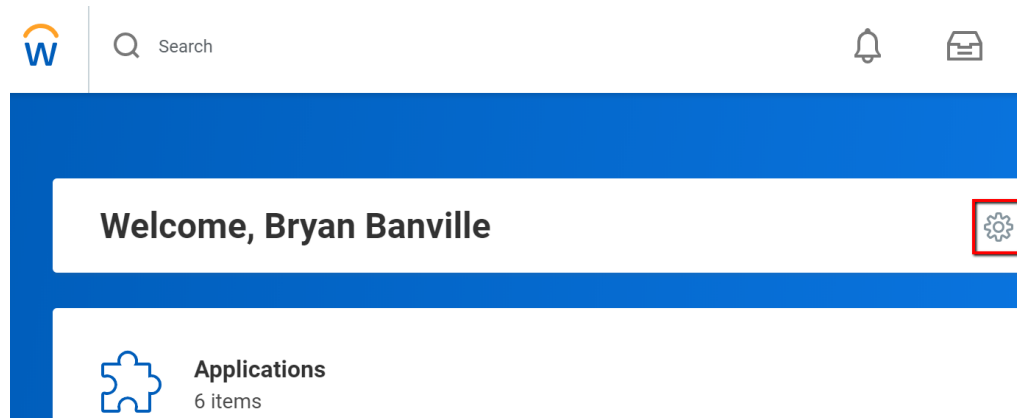


FAVORITES

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 then manage your favorites tab.

ADD APPLICATIONS TO HOME PAGE

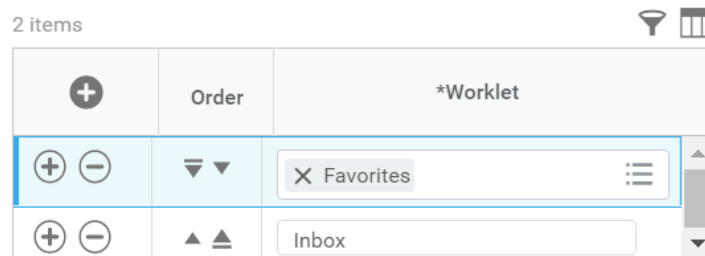


From the **Home** page:

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.



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.

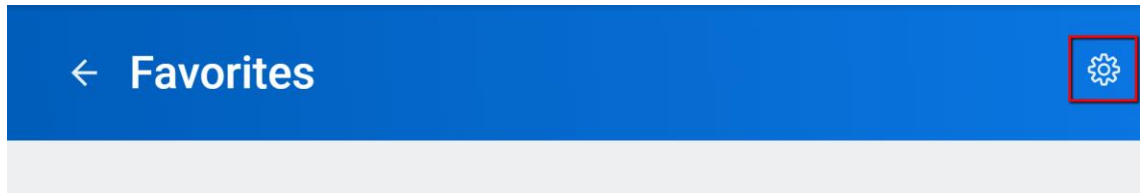
5. Click **OK**.
6. Click **DONE**.

MANAGE FAVORITES

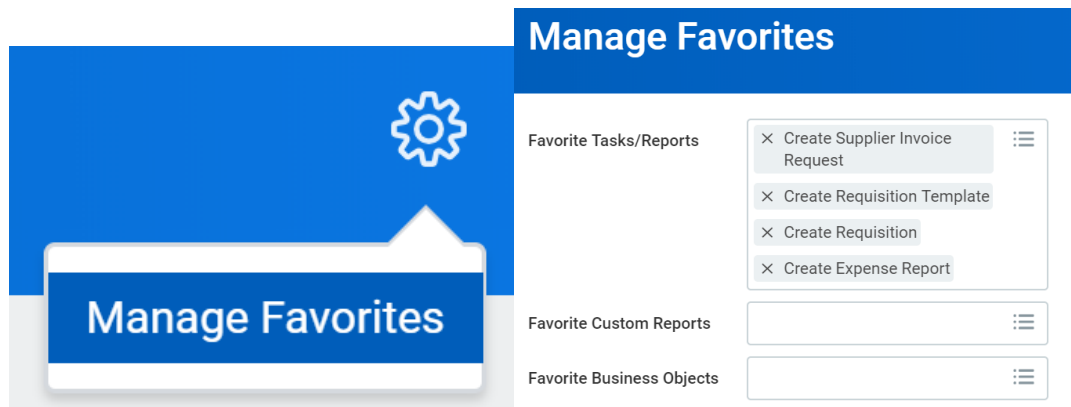
From the **Home** page:



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.



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

