# Favorites Worklet Setup

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<th>Step Instructions</th>
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<tr>
<td>1. Select <strong>Configure Applications</strong> gear icon at the top right of the applications home screen.</td>
<td>![Configuration Icon]</td>
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<tr>
<td>2. In the Optional Worklets table, select the + symbol Add Row button.</td>
<td>![Optional Worklets]</td>
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<tr>
<td>3. In the Worklet entry field, enter <strong>Favorites</strong>. Ignore the error that appears.</td>
<td>![Worklet Entry]</td>
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<tr>
<td>4. Select <strong>OK</strong> and <strong>Done</strong>.</td>
<td>![OK and Done]</td>
</tr>
<tr>
<td>5. To add reports to the worklet, select the <strong>Favorites</strong> worklet you just added.</td>
<td>![Favorites Worklet]</td>
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</table>
### Step Instructions

6. Via the gear icon at the top right of Favorites, select **Manage Favorites**.

7. Add any custom reports you want to this section via the **Favorite Custom Reports** field. Simply search the name or R-number of the report you want to add.

8. Select **OK** and **Done**.

9. Now, you can **use these shortcuts** to the reports you added instead of needing to search for them each time.