WORKDAY QUICK GUIDE

FAVORITES WORKLET SETUP

	Step Instructions	Screenshots
1.	Select Configure Applications gear icon at the top right of the applications home screen.	
2.	In the Optional Worklets table, select the + symbol Add Row button.	Optional Worklets Select the optional worklets you would like to include on your Home page. O items Order *Worklet No Data
3.	In the Worklet entry field, enter Favorites . Ignore the error that appears.	Errors and Alerts Found 1 item Order *Worklet Worklet Title Search Favorites
4.	Select OK and Done.	OK and Done
5.	To add reports to the worklet, select the Favorites worklet you just added.	Favorites

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	Step Instructions	Screenshots
6.	Via the gear icon at the top right of Favorites, select Manage Favorites .	₩ Q
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.	Manage Favorites
		Favorite Tasks/Reports
		Favorite Custom Reports
	Select OK and Done.	OK and Done
9.	Now, you can use these shortcuts to the reports you added instead of needing to search for them each time.	Views Earnings and Actuals Payroll Results- Prompt for Earnings and Actuals Payroll Results- Prompt for