




Adding Items to Favorites

You can add tasks, reports, and business objects (cost centers, employees, organizations) that you access frequently to the **Favorites** worklet on the Workday home screen.

1. Click the **Favorites** worklet on the home screen.
2. Click the **Settings** gear button  in the upper right corner of the screen, then click **Manage Favorites**.
3. On the **Manage Favorites** screen, you can click the menu prompts in the **Favorite Tasks/Reports**, **Favorite Custom Reports**, and **Favorite Business Objects** fields to browse available items. You can also type the name of an item to search for it.
4. Click on an item that you've browsed to or typed to add it to the field(s).
5. Click **OK** at the bottom of the screen, then click **Done**. Your favorites will appear when you click the **Favorites** worklet.
6. *Optional: You can also add items to your Favorites whenever you see an **Actions** button  or **Related Actions and Preview** button  in Workday. Click one of these buttons and then click **Favorite** and then **Add** in the menu that appears.*

