
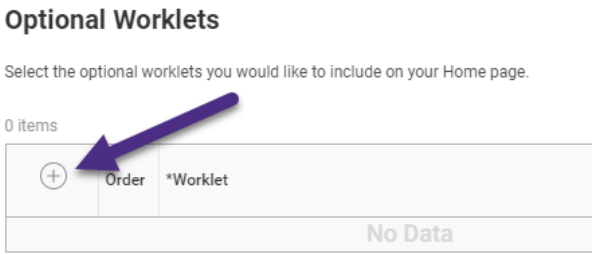
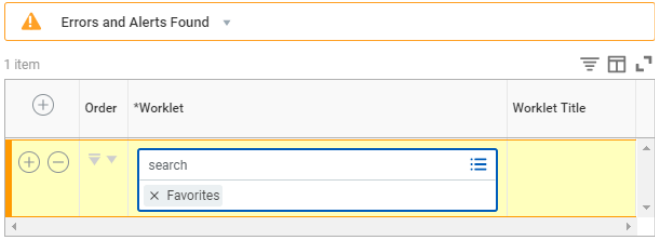


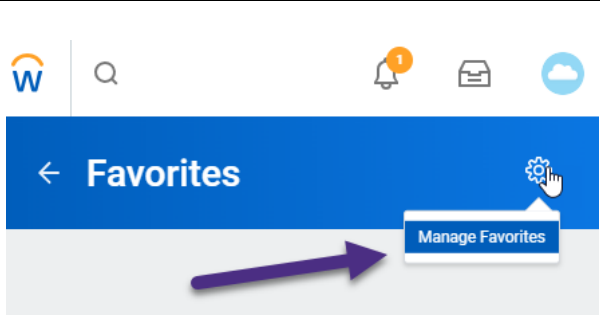
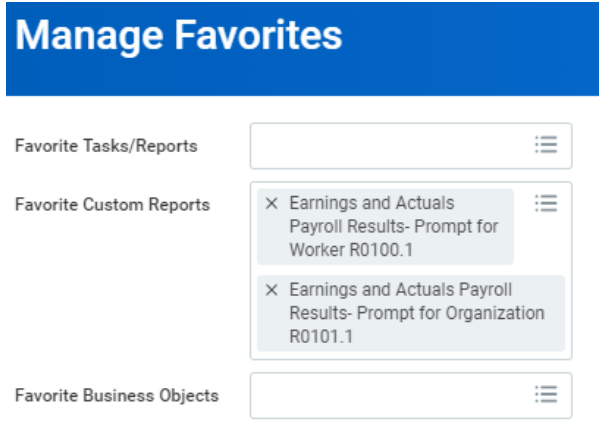



WORKDAY QUICK GUIDE

FAVORITES WORKLET SETUP

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

WORKDAY QUICK GUIDE

Step Instructions	Screenshots
<p>6. Via the gear icon at the top right of Favorites, select Manage Favorites.</p>	
<p>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.</p>	
<p>8. Select OK and Done.</p>	
<p>9. Now, you can use these shortcuts to the reports you added instead of needing to search for them each time.</p>	