

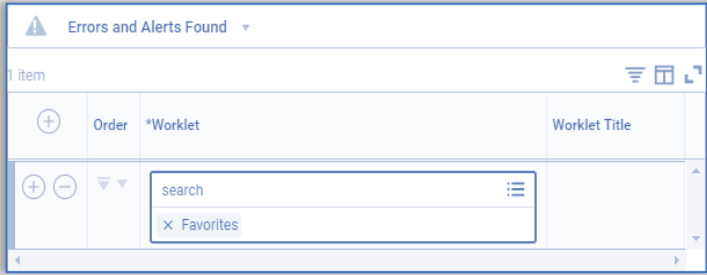




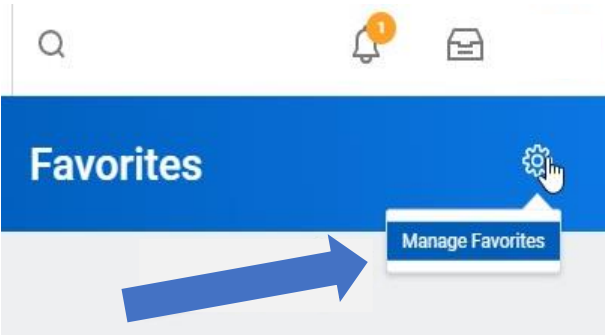



# Workday Quick Guide: Add Tasks/Reports to your Favourites (1 of 2)

S/N	Step Instruction	Screenshot
1	<ul style="list-style-type: none"><li>Select <b>Configure Applications</b> gear icon at the top right of the applications home screen.</li></ul>	
2	<ul style="list-style-type: none"><li>In the Optional Application/ Worklets table, select the <b>+ symbol Add Row button</b>.</li></ul>	
3	<ul style="list-style-type: none"><li>In the Application/ Worklet entry field, enter <b>Favorites</b>. Ignore the error that appears.</li></ul>	
4	<ul style="list-style-type: none"><li>Select <b>OK</b> and <b>Done</b>.</li></ul>	
5	<ul style="list-style-type: none"><li>To add reports to the Application/worklet, select the <b>Favorites</b> icon you just added.</li></ul>	



# Workday Quick Guide: Add Tasks/Reports to your Favourites (2 of 2)

S/N	Step Instruction	Screenshot
6	<ul style="list-style-type: none"><li>Click on the <b>gear icon</b> on the top right of the page and select <b>Manage Favorites</b></li></ul>	
7	<ul style="list-style-type: none"><li>Add any task or custom reports you want to this section via the <b>Favorite Task</b> or <b>Custom Reports</b> field.</li><li>Simply search the task/report name you want to add.</li></ul>	
8	<ul style="list-style-type: none"><li>Click <b>ok</b> and <b>Done</b> (You will be able to use this shortcuts to the task and reports added instead of searching for them each time)</li></ul>	