Managing Favorites

**Description**: This Quick Guide describes the steps to create Favorites for Workday. You can use Favorites to quickly organize all of your most common Workday tasks and reports into one easy-to-access view.

**Initiator**: All employees
Managing Favorites

To select your Favorites:

1. Click on the **Favorites** worklet on your Workday home page.
2. Click the gear icon in the upper-right corner of your Workday screen.
3. Click **Manage Favorites**.
4. On the **Manage Favorites** screen, select the field for **Favorite Tasks/Reports**, **Favorite Custom Reports**, or **Favorite Business Objects**, depending on what type of object you would like to add to your favorites from the dropdown.

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5. After clicking the field for the object type, begin to type the name of the task, report, or object you want to add to your Favorites list.

➤ This is the same process you would use in the **search** feature in Workday.

➤ You must enter at least two characters.

6. Click **Enter**.

7. Scroll through the resulting list, checking any items you wish to display under your Favorites.

8. To conduct another search in the same field, click the dropdown.

9. Repeat the process for any additional object types.

10. Click **OK**.
11. You will now be able to review your selected Favorites.

- To view a report, click the report name. To start a task, click the task name.

12. Click Done.

13. Your Favorites now displays your selected Favorite Actions (tasks/reports), Views (custom reports), and/or Business Objects.