# SETTING FAVORITES IN WORKDAY

Purpose: You can add tasks and reports that you access frequently to the **Favorites** worklet on the Workday home screen.

Helpful Hints   *Optional: You can also add items to your Favorites whenever you see an **Actions** button   Actions   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.*

1. Click the **Favorites** worklet on the home screen.

2. 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.
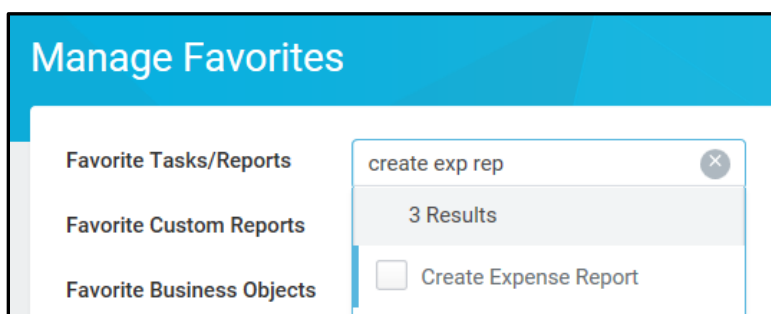
4. Click on an item that you've browsed to or typed to add it to the field(s).

5. Click **OK** at the bottom of the screen, then click **done**. Your favorites will appear when you click the **Favorites** worklet.