

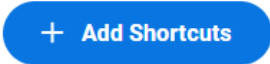
Manage your shortcuts and favorites on your Workday homepage

Manage Your Shortcuts

- 1. From the Workday Homepage, click the **Menu** on the upper left of your screen



- 2. Click on the **Shortcuts** tab
- 3. Click the **Add Shortcuts** button to make additions to your list



- 4. Enter a search term in the box and choose from the resulting list by clicking the plus sign

Add Shortcuts

Add tasks, reports and external links to your menu.
A max of 10 Shortcuts can be configured.

	RISD - Custom Report	
	Purchase Order to Print - Report Design - Advanced	

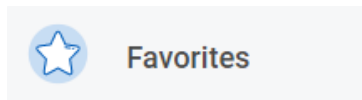
- 5. To **edit** your shortcuts, click the **Edit** button on your shortcuts page. Here you can reorder your shortcuts by clicking and dragging the boxes or **delete** a shortcut by clicking the **Minus** button

Manage Favorite Task/Reports, Custom Reports, and Business Objects.

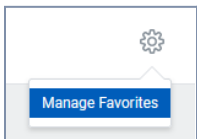
1. From the Workday Homepage, click the **Menu** icon in the upper left of your screen



2. Under **Apps**, click **Favorites**

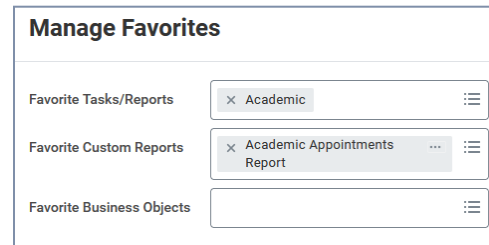


3. The Favorites configuration screen will open. Click on the **gear** on the far right side and then click on **Manage Favorites** when it appears



4. Search for any of the following that you would like to add to your Favorites list by typing a key word into the appropriate box and clicking **Return** (you can multiselect options):

- Favorite Tasks/Reports
- Favorite Custom Reports
- Favorite Business Objects



5. When finished adding your selections, click **OK**.
6. Your selected **Favorites** (Reports) will appear on the Manage Favorites screen.
7. Click **Done**
8. Note that you can **remove favorites** by clicking the **Minus** sign next to the favorite you wish to remove. Click **OK**