JWA Workday Manager Training

Setting Up Favorites - Desktop

JWA Workday – Setting Up Favorites

This Training Module Covers:

- Setting Up and Populating Frequently
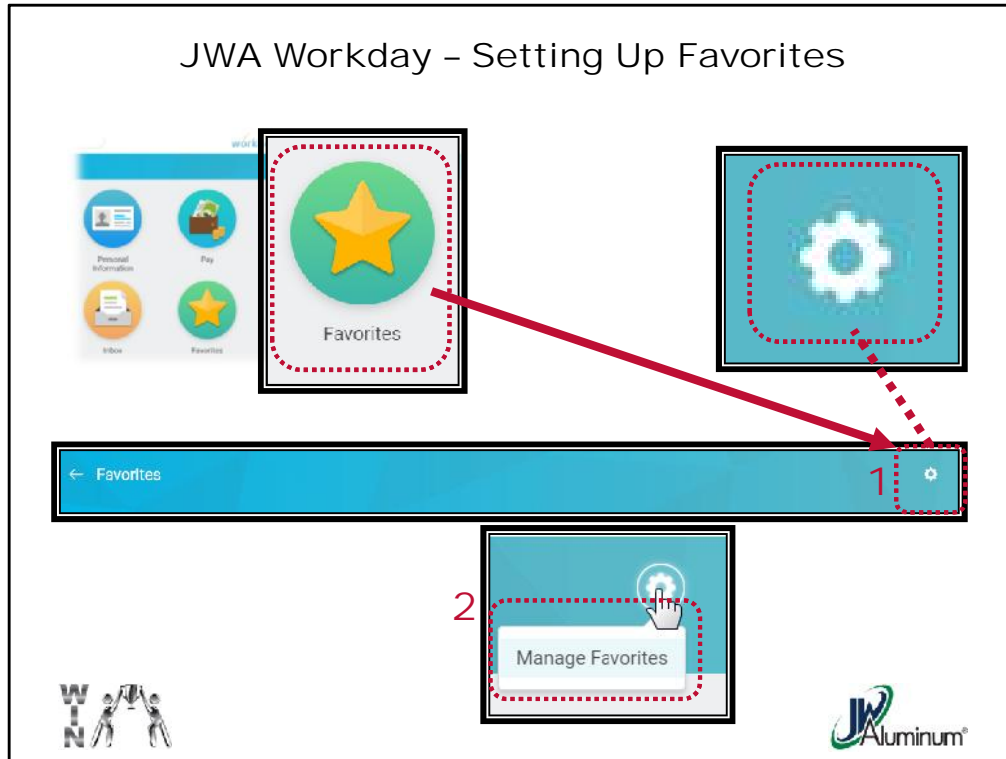 Used Reports in You Favorites Worklet

The scope of this presentation is for leaders to have the ability to review the calendars of their team members' time off. The steps demonstrated are for both reviewing the leader's immediate team, and a broader view of multiple teams.

On the **Home Screen**, select the "**Favorites**" Worklet.

Pressing the "**Favorites**" Worklet opens the "**Favorites**" screen. Once Open, on the far right side of the blue bar at the top is a **Gear** Icon.

1. Press the **Gear** Icon.

2. Click on "**Manage Favorites**."

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Manage Favorites

Favorite Tasks/Reports

Favorite Custom Reports

Favorite Business Objects

On the "**Manage Favorites**" menu, click on the Dropdown Icon for the report group you wish to examine, in this example, "**Favorite Custom Reports**."

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Remember: If the Dropdown list has square boxes, you can choose multiple options
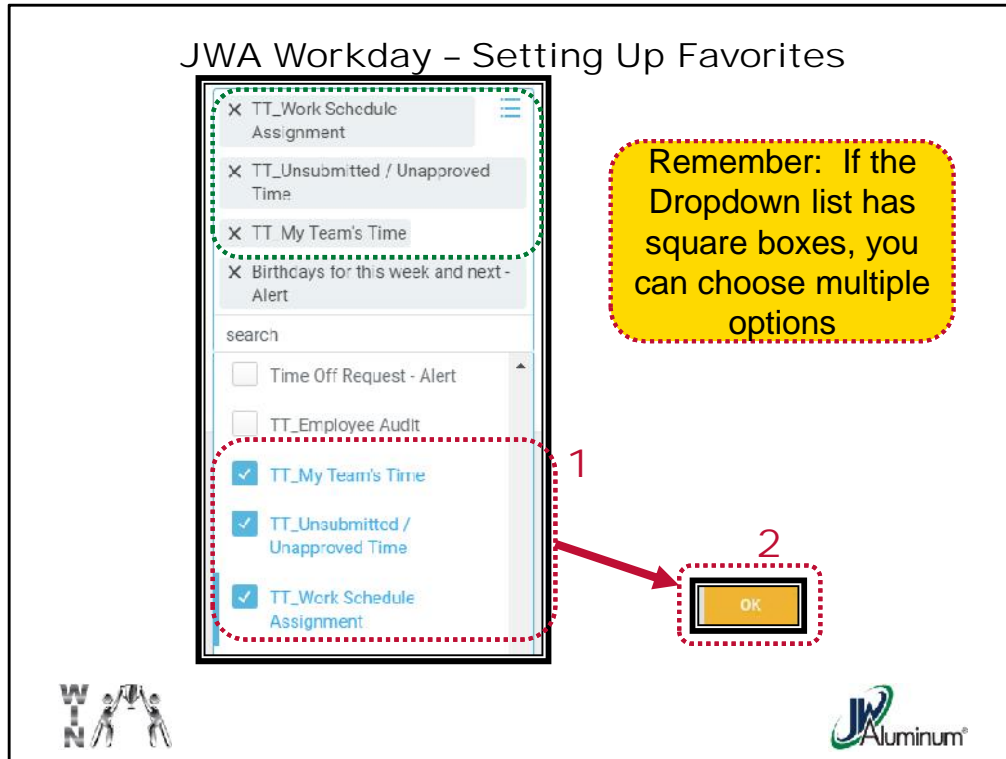
1. Once the Dropdown list appears, scroll through and click on the options you would like to have as your favorites. Remember, when the dropdown list contains the square boxes (as opposed to circles) you can select multiple options.
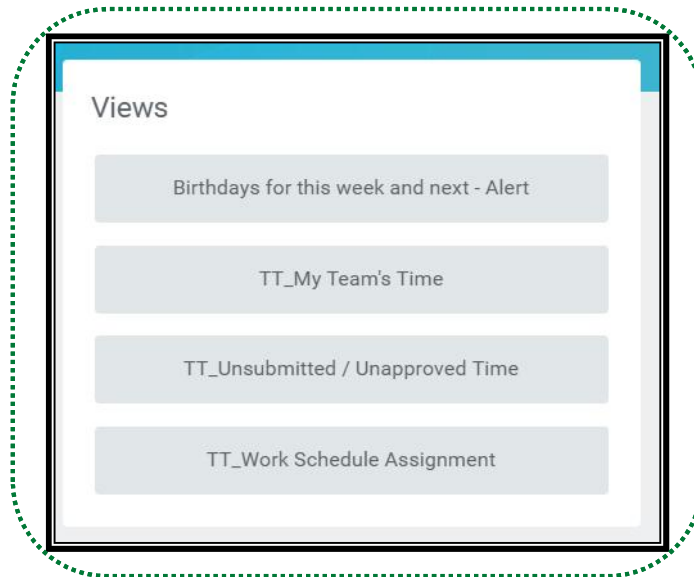
2. Once you have your selections checked, press "**OK.**"

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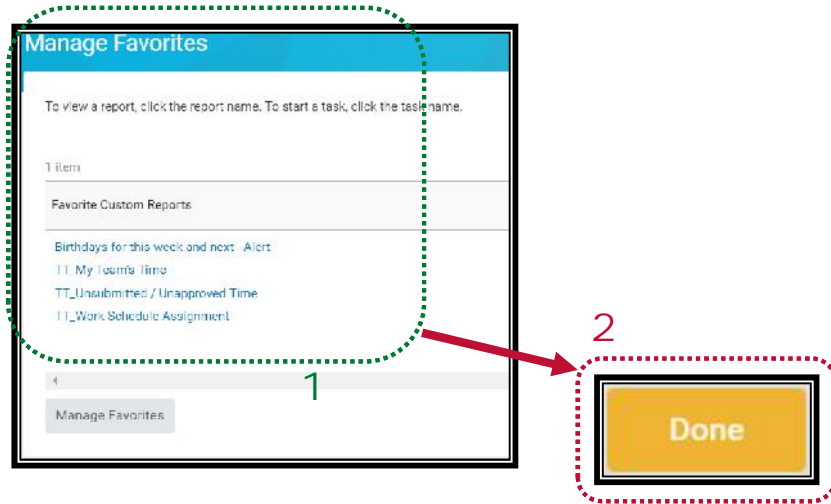
1. At the "**Manage Favorites**" menu scan your list for confirmation.

2. When satisfied, press "**Done**."

The Favorites list appears, ready to use.