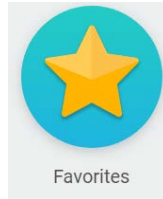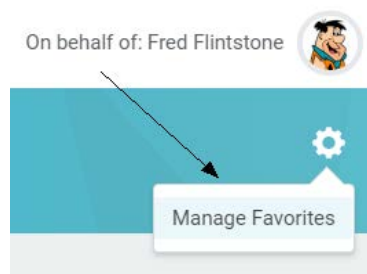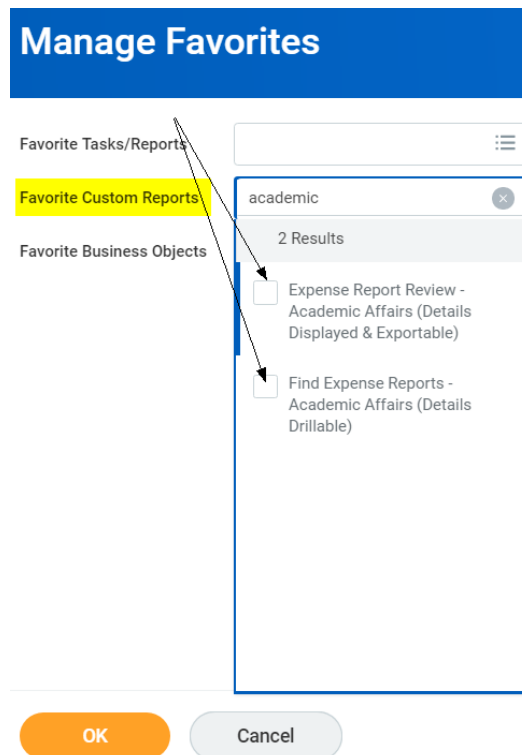# Adding custom reports to your Favorites Worklet

Select your Favorites Worklet from the Workday home screen

Select the gear under your profile picture and then Manage Favorites

Type a portion of the report name in the Favorite Custom Report search box, select the report(s), OK, Done

The report(s) will now be available for easy access in your Favorite Worklet