



Associate Job Aid

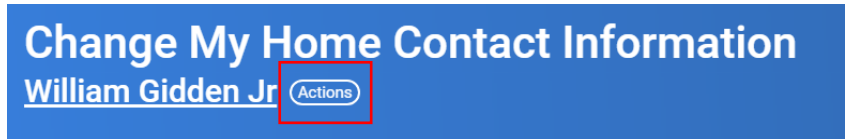
CREATING A FAVORITE

**NOTE: WORKDAY IS CONSTANTLY UPDATING THEIR TOOLS, SO THIS JOB AID
MAY NOT REFLECT EXACTLY WHAT YOU SEE IN WORKDAY.**

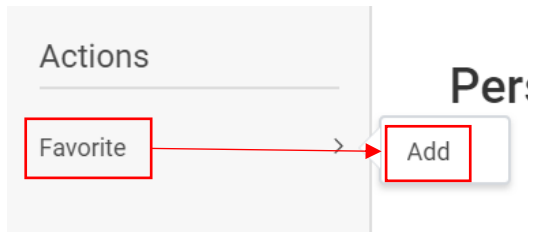
Creating a Favorite

You can save direct links to frequently-used tasks and processes by creating Favorites.

- Use the search bar to find your task. For example, search on **Change My Home Contact Information**.
- Select that task/process in the search results.
- Click the **Actions** button at the top of the page.



4. Select **Favorite**, then **Add**.



- Click **OK**.



You can find your saved Favorites by clicking the **Profile** icon and selecting **Favorites**.

