

Managing Worklets - Districts

Worklets enable you to quickly manage and access your common tasks and reports.

Worklets appear on your Homepage when you log into Workday. The District Reports Worklet will default for all district users, but an additional Favorites Worklet may be added:

- District Reports
- Favorites

To add an additional Worklet, click on the wheel icon under your picture

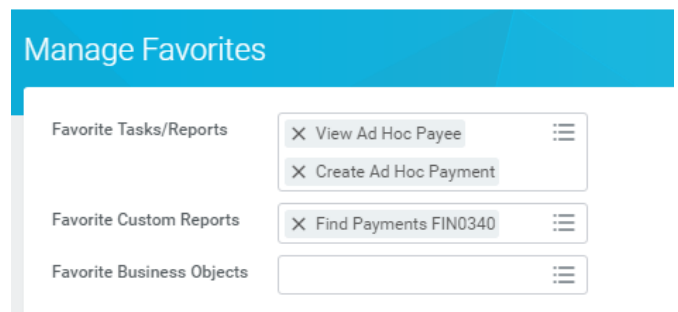
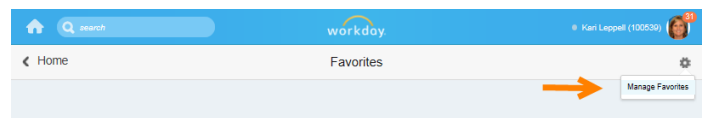
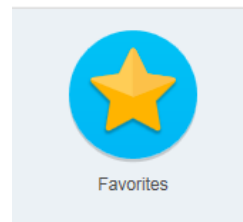
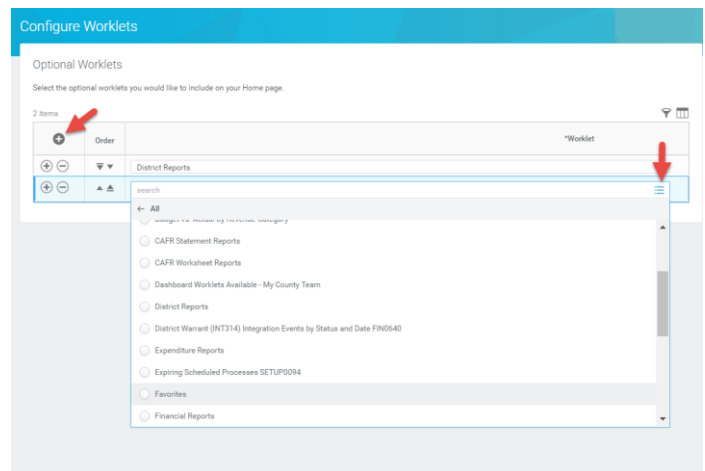
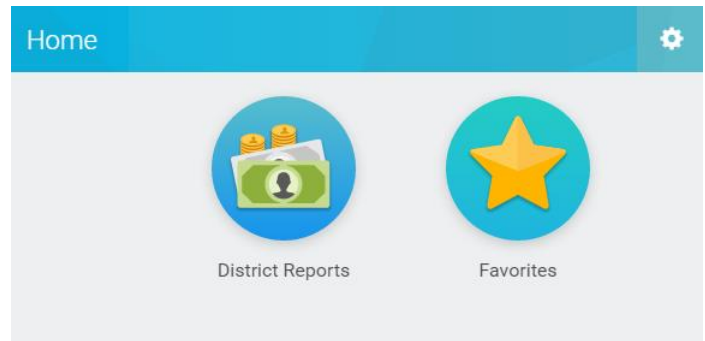
In **Configure Worklets**:

- Click on the '+' sign to add another row
- Select a Worklet to add from the drop down menu
- Select **OK**
- Select **Done**

Managing the **Favorites** Worklet:

Click on the **Favorites** Worklet

- Select **Manage Favorites**
- In the **Favorite Task/Reports** field, type a word in the search box to reveal options in the drop down menu. In this example, we used the word 'ad hoc' and 'payments'.
- You may select multiple tasks and reports to add.



Your Favorite tasks and reports will be in two groups:

- **Actions** – Click on the items in this list to go directly to that function
- **Views** – Click on items in this list to be brought to the report screens
- Refer to Quickstart Card **District Reports: Cross Reference Guide** for additional reports that you may want to add to your Favorites Worklet

