



Save in Context: Favorites

Workday includes a Save icon directly on supported task pages. This enables you to quickly save items without leaving your current workflow. You can then access your saved items through the Saved feature within the Workday Menu. Follow the steps to Save and then view the saved items.

Save in Context

From your homepage:

1. Access any **supported task** within workday.
2. Supported Tasks will display a **Save In Context** icon in the upper right hand corner. Select the icon to save, unselect the icon to unsave.
3. After selecting the icon, select **View** to see your list of favorites or view your saved favorites from your menu by selecting **Menu** —> **Saved**.
4. Saved tasks will be listed under **Favorites**. Click the blue hyperlink to quickly access the saved task.
5. Use the **Manage Favorites** button to remove items from the list. You can also unselect the **Save** icon on the task itself to remove from the list.

Note: search **Manage Favorites** or **Saved Report** to access the list of Favorites.

