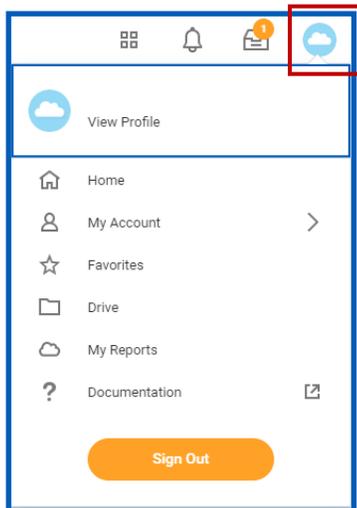
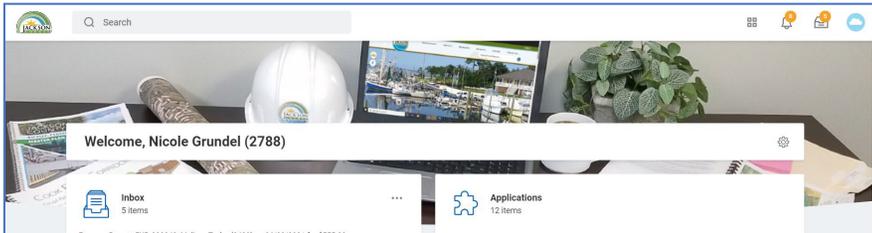


GENERAL NAVIGATION FOR EMPLOYEES AND MANAGERS

The Workday Home page displays applications (aka worklets) that provide access to tasks and reports. The Home page is highly configurable, so your organization may display different applications.



PROFILE MENU

The Profile menu (cloud icon) contains links to your **Home** page, **My Account** (managing password), and **Favorites**, to name a few.

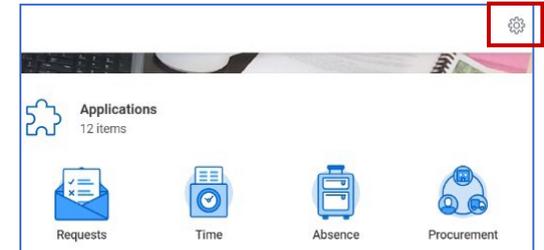
You can also select **View Profile** to view detailed information about you and your job. Edits to Personal info can be made from here too.

Workday **Documentation** can be accessed by clicking the Documentation link.

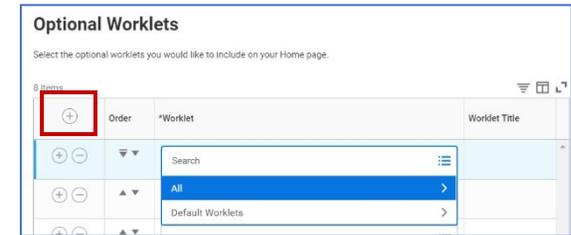
CONFIGURING HOME PAGE APPLICATIONS (AKA WORKLETS)

You can add, remove, and rearrange applications on your Home page.

1. In the right corner of the Welcome Bar, click the **Configure Applications** icon to open the Configure Worklets page



2. Click the top **Add Row** icon to add a new worklet (blank line)
3. Click the icon in the new line and
4. Click **All** to view and Select the worklet you want to add

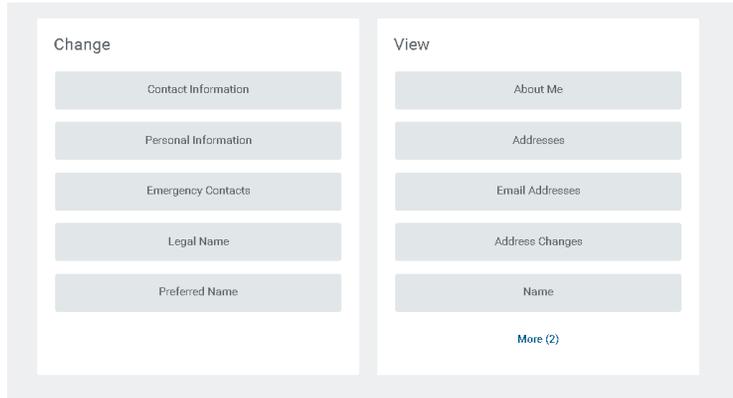


NOTE: You can also Remove or Reorder the Home page applications. From the **Configure Worklets** page:

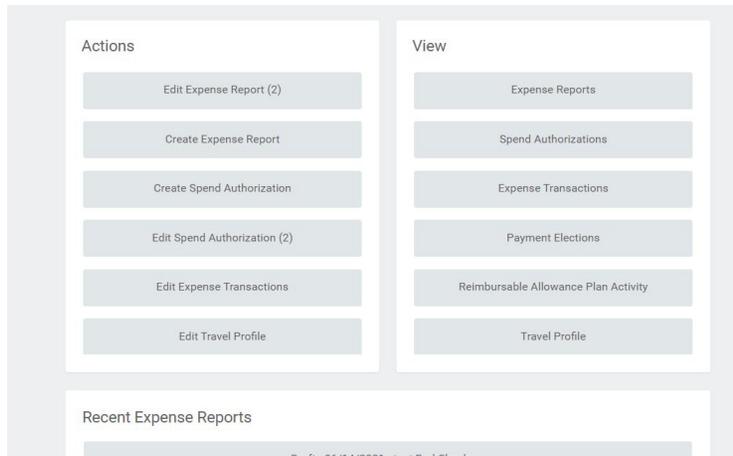
- Click the Remove Row icon to remove a worklet from the Home page.
 - Click the Move Row Up or Down arrows to reorder the worklets. Use the or to move to top or bottom.
5. Click **OK** and **Done**.

APPLICATION LAYOUT

Generally, applications display in **Actions** (or **Change**) and **View** sections. Buttons in the **Actions/Change** section link to tasks you can perform. Buttons in the **View** section link to reports you can view.



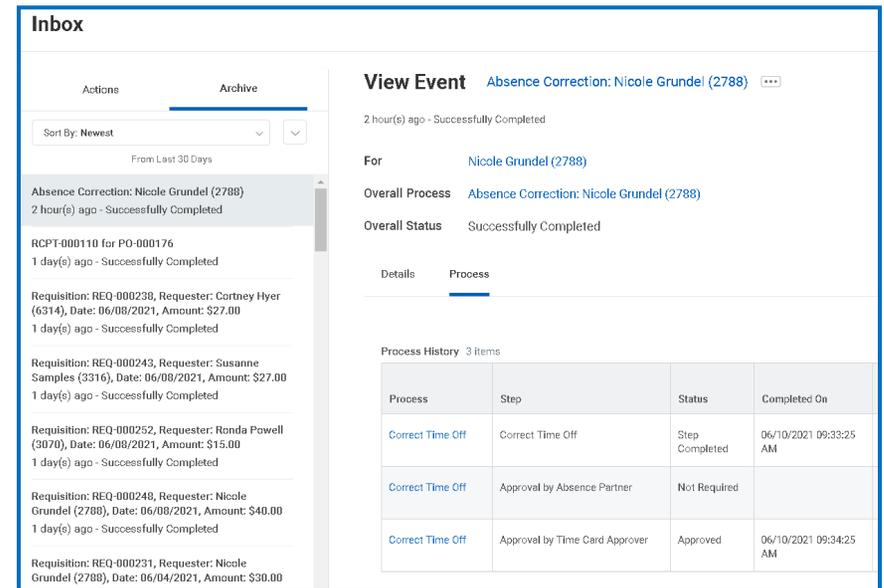
Button options in the Personal Information Application



Button options in the Expenses Application

WORKDAY INBOX & VIEWING BUSINESS

1. From the Home Page, Click **Go To Inbox** at the bottom of your Inbox OR the Inbox  icon in the top right corner of your screen.
2. Click the **Archive** tab. This tab displays your past actions and business processes completed within the last 30 days.
3. Click the **Process** (or **Business Process**) tab. This displays the Process History grid, where you can view the process history, the remaining process (if awaiting action), and links related to the selected business process.



RELATED ACTIONS

Related Actions  basically provide a shortcut to access information, related to the specific objects/processes, that is also available through applications or the Search box.

You can click on Related Actions to access relevant actions.

For example, the Related Actions next to your name accesses tasks, reports, and data related to your worker record (e.g., viewing or changing your benefits).

The following images show three common types of Related Actions:

-  They display next to most hyperlinked objects. You may have to hover over the business object or link to access them. (It turns orange  when you hover over it)
-  In your worker profile header, you can access your Related Actions from the Actions button under your name.
-  You can also find Related Actions in task and report headers.

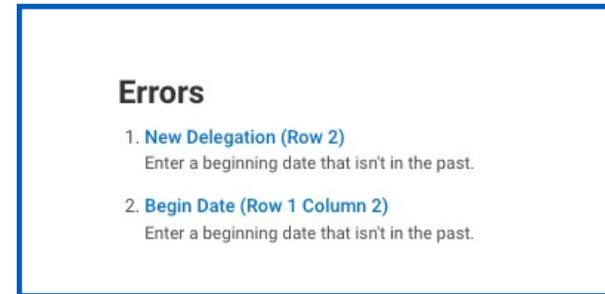


Note: You can detach the Related Actions menu from the icon by clicking and dragging the Drag  icon at the top of the menu.

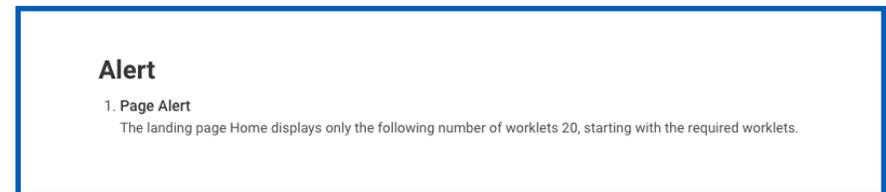
ERROR AND ALERT

Error and Alert messages display in red and orange. They typically identify specific fields where information is missing, entered incorrectly, or in conflict with a rule established by your organization. Click the message to view the error details.

Errors (red). You cannot complete a task until you correct all errors.



Alerts (orange). Notify you of potential problems on a page, but do not prevent you from completing the task. Click on the alert message to view the location of missing or problematic information within the task, report, or business process.



NAVIGATE USING SEARCH

Workday makes it easy to search for people, tasks, reports, and business data using the Search box.



For example, to find an employee, type their name into the Search box and press Enter. Click on the Employees name to view their profile. (Partial Search works for employees too)

Recent searches display below the Search box. This makes it easy to navigate to recently used tasks, reports, or business data.

Narrowing Search Results

If your search results in multiple options, Click one of the Categories (left column of Search Results) to filter your search results more specifically.

Keep in mind that searches find exact matches. If you misspell the search text, you will likely see no results. If you search using partial names or terms, the results may not display partial matches, depending on data volume.

Partial Search

Though complete word matches are favorable, you can also use partial search to find what you are looking for.

For example, if you are searching for the Maintain Candidate List Assignment task, you can use the search string “main can lis”.

Though this method is still effective, it may not be a best practice for all searches where there may be multiple results returned.