Getting Started: Workday Inbox & Notification Guide

tasks, approvals, due dates, and notifications

**STEP 1**
- In the top-right corner of the HOME screen, click your name or photo, and then click Inbox.

**STEP 2**
- The INBOX screen is displayed with the ACTIONS tab selected by default. See Figure 1-2 Inbox Screen.

**Note:**
If you have unread Inbox notifications, a red badge count (indicating the number of unread notices) displays next to your profile photo.
STEP 3
Click the “Archive” tab to access the status of any business process you have been involved in, such as “Request Time Off.”

Note:
The list of submitted requests are in the left pane and the details are in the right pane. The capacity of the Inbox is 20,000 items, and items from the last 30 days are displayed.

STEP 4
- In the “Archive” tab, completed action items display for 30 days from the initiated request date. To view archived items older than 30 days, perform the following steps:
  - 4.1—Click the down arrow (▾), and then select “View More Processes”
  - 4.2—The “View More Processes” screen is displayed. Enter the “Start Date” and “End Date”, and then click OK.
The NOTIFICATIONS screen is used to review items that you need to know about, but that do not require any action, including:

- Configurable alerts, such as birthdays, anniversaries, time off, and alerts based on custom alerts.
- Background notifications, such as scheduled reports, reports ready in your W:Drive or My Reports, processes for which you choose Notify Me Later.

Note:
If you have unread notifications, a blue badge count (indicates the number of unread notifications) displays.
STEP 6

- The Notifications screen displays. Review your notifications received in the last 30 days.

The “Notifications” screen contains two panes:

The left pane contains the list of notifications. Select a notification to view its details in the right pane. You can sort and refresh this list, mark individual items as read, or mark all items as read. All notifications marked as read are retained for 30 days. You can also filter the list to show either All notifications or Unread notifications.

Workday saves these filters for the duration of your session. The right pane contains details for the selected notification. From here you can also click the two arrows in the right corner to access a full screen view, and then use the arrow buttons to navigate between individual notifications.