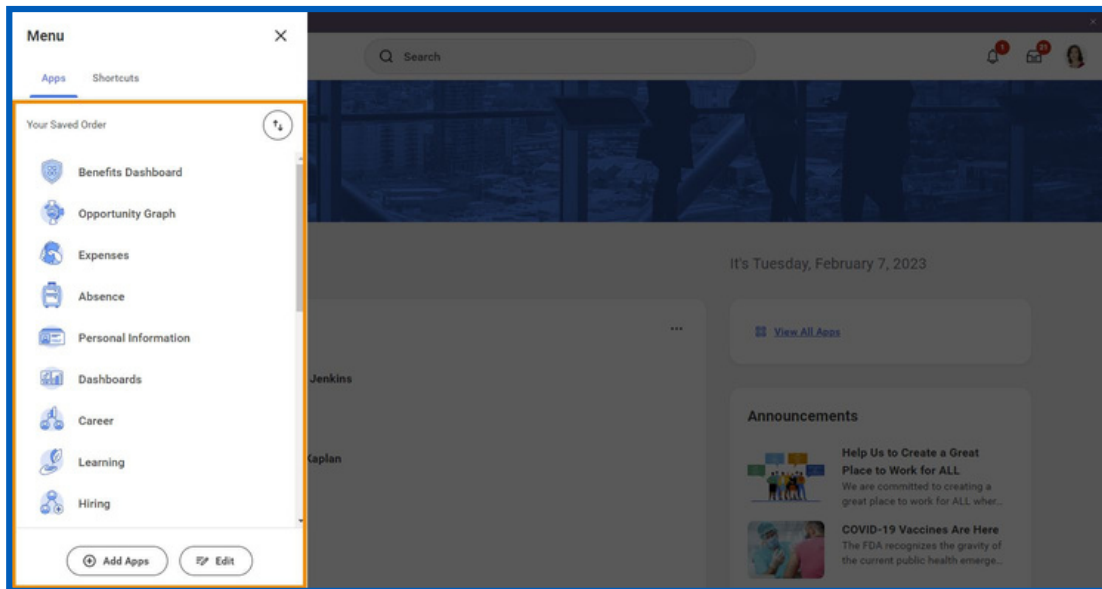


NAVIGATE THE HOME PAGE







The Workday Home page has a link labeled View All Apps that displays applications and shortcuts, providing access to tasks and reports. The Home page is highly configurable, so your organization may display different applications.



You can also access applications and shortcuts by selecting the Global Navigation Menu icon at the top left of the Home page.

CONFIGURE APPLICATIONS

You can sort, add, remove, and rearrange applications on your Home page, if allowed by your organization. From your Home page:

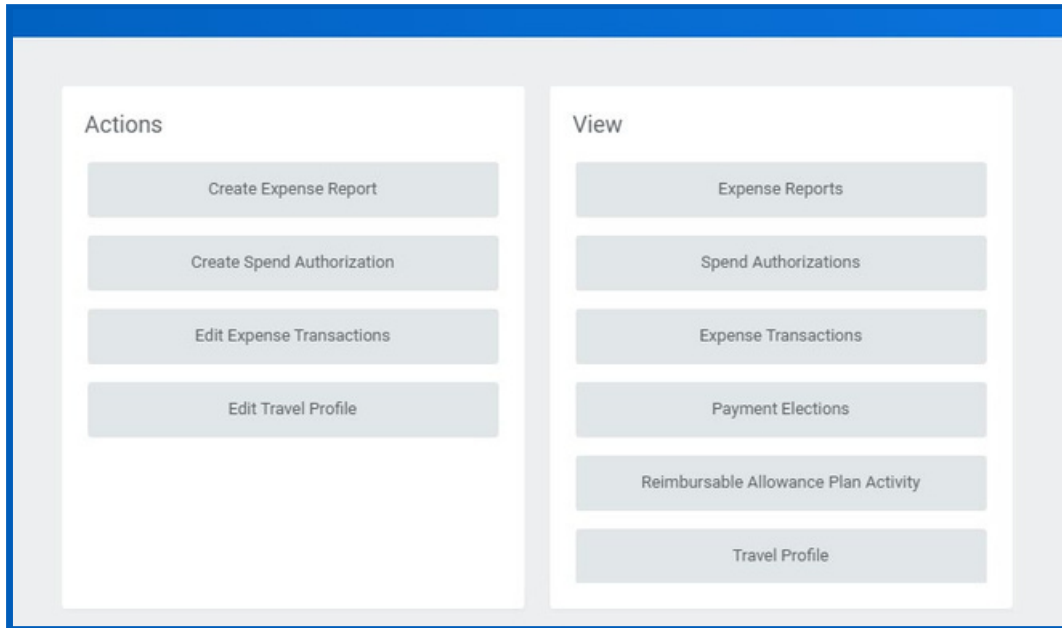
1. In the upper left corner, select the **Menu** icon.  **MENU** The Global Navigation Menu displays.
2. Select the **Sort** icon  to sort your applications by Your Saved Order, Recently Used, or Frequently Used.
3. Select the **Add Apps** icon  to add an application.
4. Select the **Edit** icon  to select from the list of existing applications.
5. Select the **Remove Row** icon  to remove an application from the **Edit Apps** menu section.
6. Select the **Move Buttons** icon  to reorder the applications.
7. Select **Save Changes**.

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APPLICATION LAYOUT

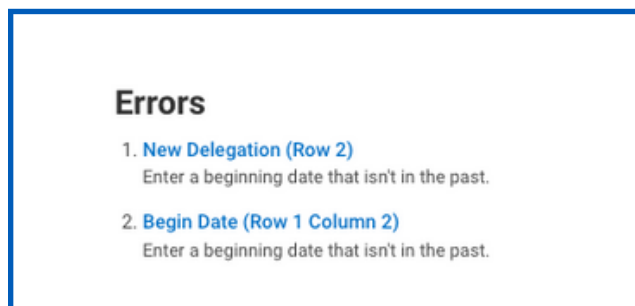
Generally, applications contain Actions and View sections. Buttons in the Actions section link to tasks you can perform. Buttons in the View section link to reports you can view.



ERROR AND ALERT MESSAGES

Error and alert messages typically identify specific fields where information is missing, entered incorrectly, or in conflict with a rule established by your organization. Select the notification to view the error details.

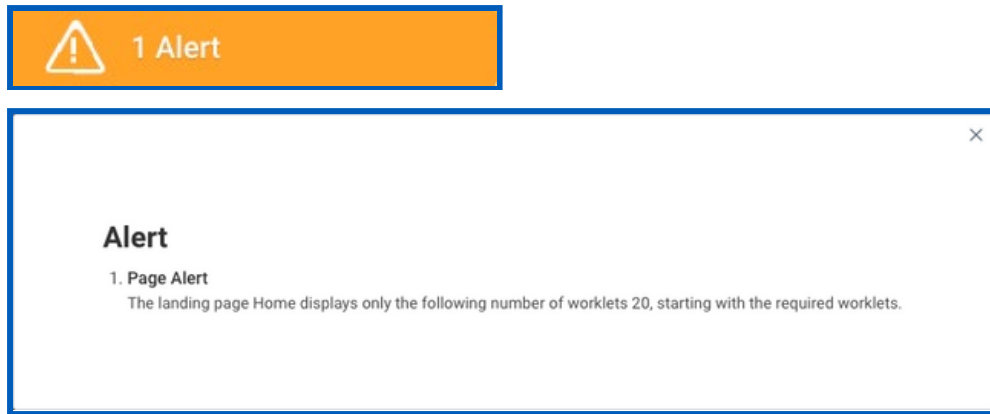
Errors display in red and note the number of identified errors. You cannot complete a task until you correct all errors.



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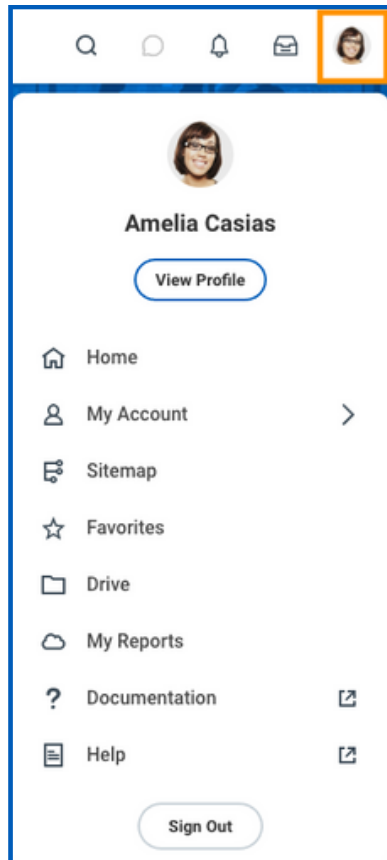


Alerts display in orange and note the number of alerts. Alerts notify you of potential problems on a page, but do not prevent you from completing the task. Select the alert notification to view the location of missing or problematic information within the task, report, or business process.



RELATED ACTIONS AND THE PROFILE MENU

The Profile menu contains links to the Home page, My Account, and Favorites, to name a few. You can also access Workday Documentation by selecting the Documentation link.

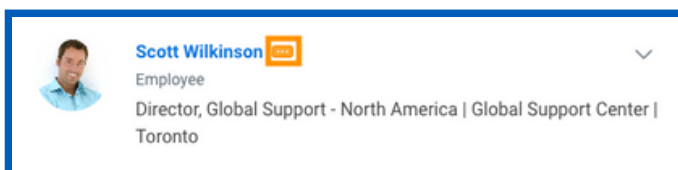


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Related Actions display next to an object. You can use them to access relevant actions. For example, the Related Actions next to your name accesses tasks, reports, and data related to your worker record (e.g., viewing or changing your benefits). In Workday, there are multiple ways to navigate to the same task, report, or data. For example, most actions available through Related Actions are also available through applications or the Search box. The following are three common types of Related Actions:

- Related Actions may appear when hovering your cursor next to a business object or link.




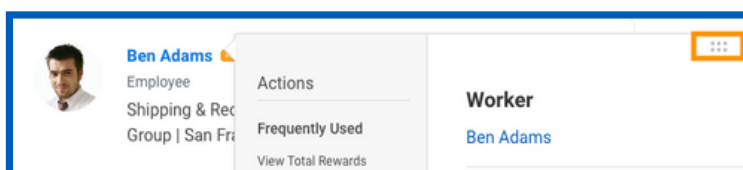
- In your worker profile header, you can access your Related Actions from the Actions button under your name.



- Similarly, you can find Related Actions in task and report headers.



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

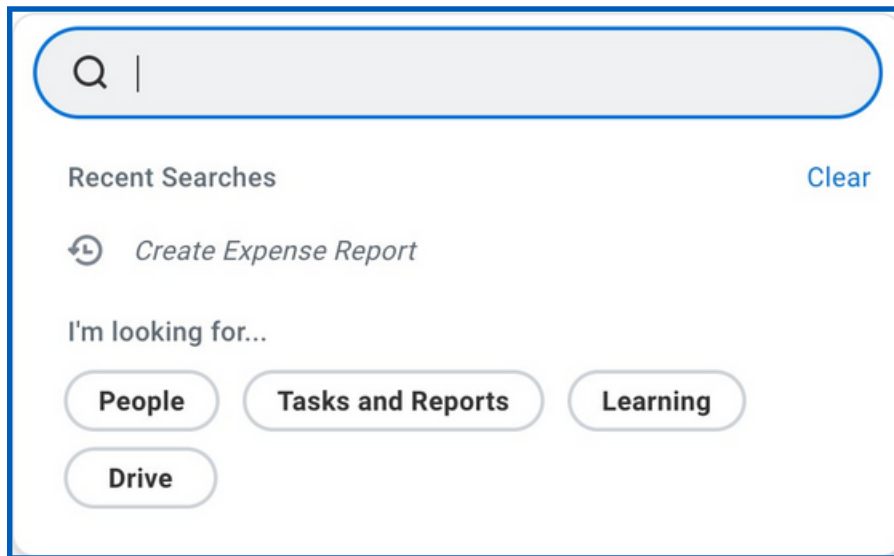


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NAVIGATE USING SEARCH

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



For example, to find a worker, select the Search box. From the Search box:

1. Select **People** to filter the results to only display workers in your organization.
2. Enter their name into the Search box.
3. Select the **Search** icon or press the **Enter** key.
4. You can also use search categories to further filter your search results.

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

EXACT MATCH

It is important to keep in mind that searches find exact matches. If you misspell the search text, it is likely that Workday will display no results. Workday search also favors complete word matches over partial word matches. This search method ensures search results match the term you enter more closely. If you search using partial names or terms, the results may not display partial matches, depending on data volume. For example, if you search for “Alex,” the results may not display the name “Alexander.”

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.

PREFIXES

Search prefixes restrict the search results to a particular type of Workday object. Search prefixes are lowercase letters, followed by a colon (:). For example, “bp:” returns all business process definitions. To find a list of all search prefixes available to you, enter a question mark (?) in the Search box.

FIND PAGES

In addition to the global Search box, you can use Find pages to filter your results in more detail. For example, use the Find Workers report to search for employees by location, skillset, cost center, and other categories. You can also use the faceted search field to tailor your search results using different types of search methods like:

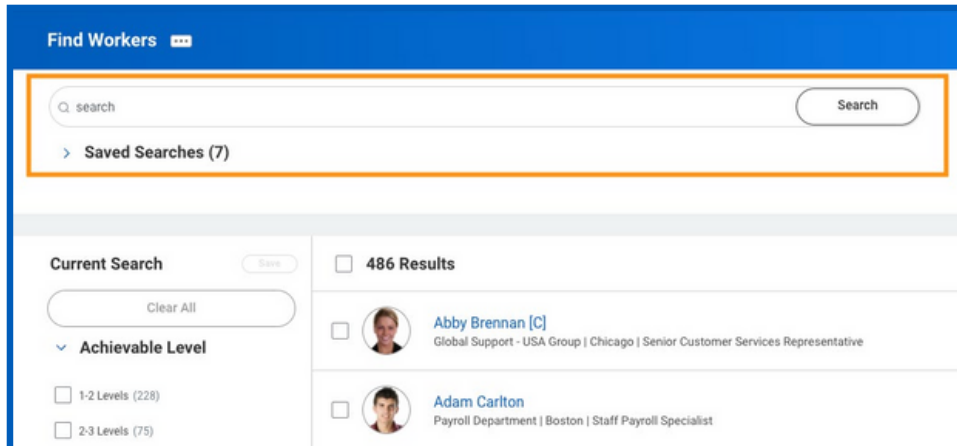
- Boolean search – (sales || marketing) && manager
- Phrase search – “marketing manager”
- Exact Match – specificmail@workday.com

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You can then save faceted searches for later use.

From the search results, select a link for more information or initiate an action from the object's Related Actions.



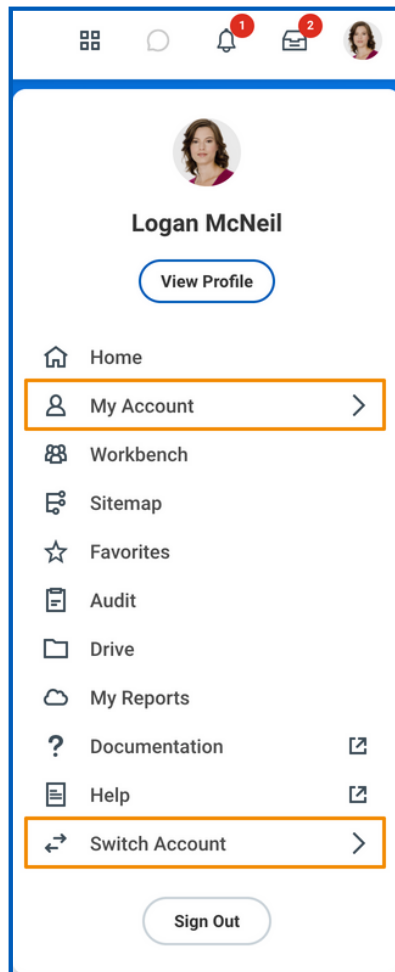
CHANGE YOUR ACCOUNT SETTINGS

You can easily change your account settings in Workday.

From the Home page:

1. Select your Profile photo.
2. Select **My Account**.
3. From here, you can access your organization ID, change your password, manage your account preferences, edit your password challenge questions, and view sign-on history.

If you are a delegate, select Switch Account to switch between accounts.



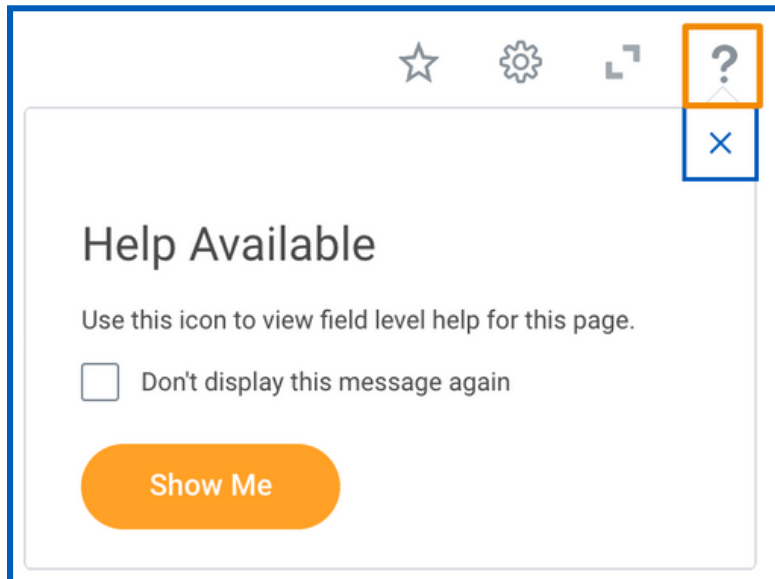
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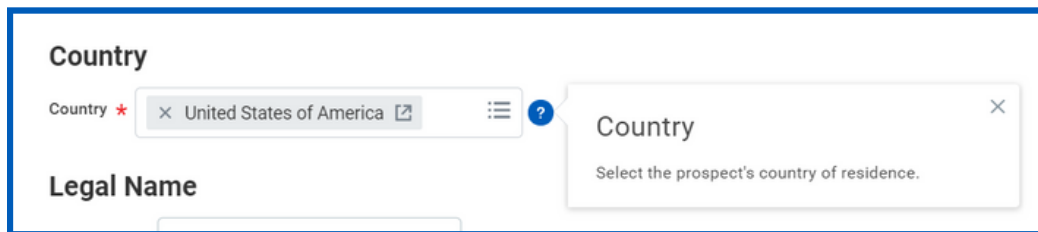
GUIDED TOURS

Product tours provide contextual and informative text to guide you through a task with field-level tool tips. This tenanted text is only available for certain tasks and may vary depending on your organization's configuration.

To activate a product tour, select the question mark in the top-right corner.



Question marks will appear next to fields configured with help text to clarify the type of data required.



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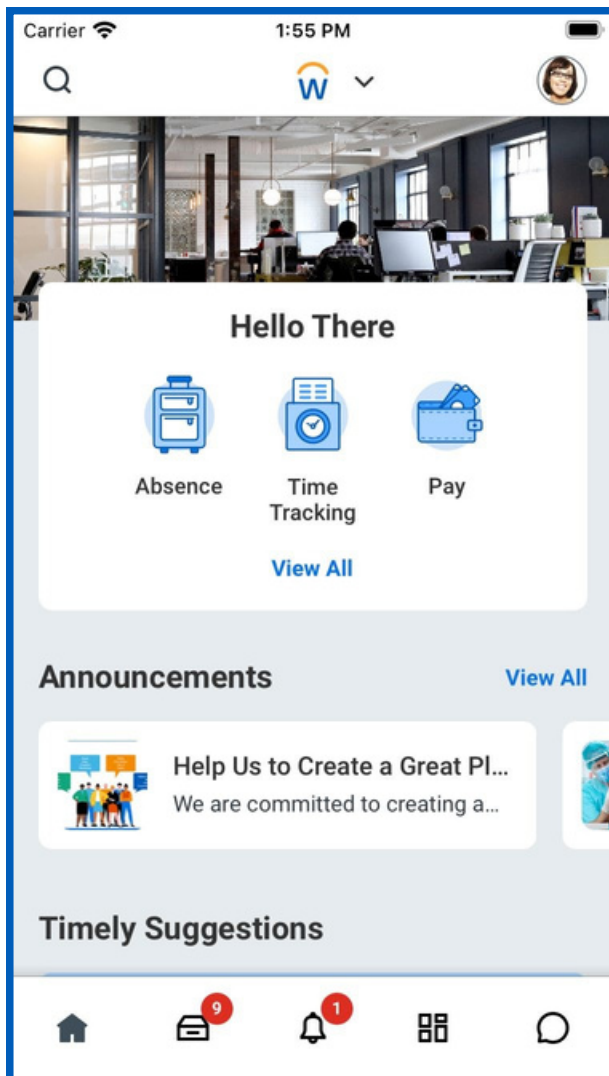
MOBILE

NAVIGATE WORKDAY

The Workday mobile user experience uses the same link as the desktop and closely mirrors the desktop user experience. However, the design of the mobile experience will differ due to responsive design. These changes do not impact the mobile app experience.


IPHONE/IPAD

From the Workday Home page, you can view announcements and navigate to important tasks. Your frequently used applications update automatically based on use. Select View All to display the entire list.



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In the top-right corner, select your profile photo  to access the My Account menu. From here, you can:

- Access general app settings. Select **General** to enter your organization’s tenant and Workday web address link. You can also access other features such as Brightness Control and Presenter Mode.
- Change your password by selecting **Login and Security**.

