

Workday Concept: Inbox



What does the Inbox contain in Workday?

- *The Inbox contains items requiring action by the user*
- *The Inbox can be viewed in an expanded manner to include **an archive of initiated or completed actions**, as well as **notifications, or communication “alerts” to the user***

How is the inbox used in Workday?

- *You can use the Inbox to find **items awaiting your action**, to **view business process events you initiated**, or to **view business processes that you monitor (but did not initiate)***



Workday Concept: Inbox

Your Inbox includes:

Actions: Items requiring completion

Notifications: Do not require user action in Workday

Archive: Process status and historical actions

The screenshot shows the Workday Inbox interface. At the top, there is a search bar and a user profile for Logan McNeil with a notification badge showing '172'. The main area is titled 'Inbox' and contains three tabs: 'Actions (772)', 'Notifications (0)', and 'Archive (6)'. Below the tabs, there is a 'Viewing: All' dropdown and a '(Newest on Top)' sorting option. The inbox list shows several items, with 'Assign Matrix Organizations: JL Test Worker 18' selected. A preview pane on the right displays details for this item, including 'Job: P-04503 Accountant - JL Test Worker 18', 'Effective Date: 07/05/2013', and a 'Proposed Organizations' search field. At the bottom of the preview pane, there is a comment section with a 'Submit' button, 'Save for Later', and 'Cancel' buttons. Callouts provide additional information: one points to the 'Actions' tab, another to the 'Assign Matrix Organizations' item in the list, and a third to the preview pane. A fourth callout points to the '172' badge on the user profile.

Inbox items display in the order they are received, with the most recent on top

The Inbox icon will display an activity badge to alert you to the number of new actions and notifications as they arrive

When you select an item from your Inbox, it displays in a preview pane to the right, where you can make edits and take actions