Workday Concept: Inbox

What does the Inbox contain in Workday?

- *The Inbox includes tasks or actions for you to perform*

- *The Inbox can be viewed in an expanded manner to include an archive of read notifications and initiated or completed actions*

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)*

- *Items in the Inbox are generated by the system as configured by your organization's business processes*

Workday Concept: Inbox

Your Inbox includes:

Actions: Items requiring completion

Archive: Process status and historical actions

This icon will display the number of Actions awaiting your disposition

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