

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*



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Your Inbox includes:

Actions: Items requiring completion

Archive: Process status and historical actions

This icon will display the number of Actions awaiting your disposition

The screenshot displays the Workday user interface. At the top, the navigation bar includes a home icon, a search bar, the Workday logo, and the user's name 'Arthur Miller'. Below the navigation bar, the 'Inbox' section is visible, featuring two tabs: 'Actions' (with a notification icon) and 'Archive'. The 'Actions' tab is selected, showing a list of items. One item, 'Hire Compensation: Marilyn Monroe - P500350 Psychiatry Resident', is highlighted. To the right of the list is a preview pane for this item, titled 'Review Compensation P500350 Psychiatry Resident - Marilyn Monroe'. The preview pane shows details for 'Current' and 'Proposed' compensation, including effective dates and reasons. At the bottom of the preview pane, there are buttons for 'Approve', 'Deny', and 'More'. A comment box is also present above these buttons.

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