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

For additional information or questions about the Workday@Yale program, please visit the program website at [http://Workday.Yale.edu/](http://Workday.Yale.edu/) or email us at [Workday@Yale.edu](mailto:Workday@Yale.edu).
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**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.