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)

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.
**Workday Concept: Inbox**

**Your Inbox includes:**

- **Actions:** Items requiring completion
- **Notifications:** Do not require user action in Workday
- **Archive:** Process status and historical actions

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

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.

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

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