Getting Started: Home Page, Applications, and Navigation

HOME PAGE ELEMENTS

INBOX

The Inbox is the primary source for tasks that require action in Workday. The Inbox is always accessible from the icon in the top right corner of every page and can also be accessed from the body of the home page.

APPLICATIONS

In Workday, one of the easiest way to find common tasks is through applications. The Workday home page displays applications that provide access to tasks and reports. Because the home page is highly configurable, your organization may display different applications.

CONFIGURE APPLICATIONS

You can add, remove, and arrange applications on your home page.

From your Home page:

1. Click the Configure Applications icon on the right side of the page. The Configure Applications page displays.
2. Click the Add Row icon to add a new application.
3. Click the Prompt icon to select from the list of existing applications.
4. Click the Remove Row icon to remove an application from the home page.
5. Click the Move Row Up arrow or Move Row Down arrow to reorder the applications on the page. To move an application to the first or last position, use the Move Row to Top or Move Row to Bottom arrows.
6. Click OK and Done.

ANNOUNCEMENTS

Announcements appear on the home page and convey important information to employees. The opening line of the message will be shown and clicking on the announcement will display the full message.
NAVIGATE USING SEARCH

Workday makes it easy to search for people, tasks, reports, and business data using the Search bar at the top of each page.

For example, to find a worker, type their name into the Search field and press Enter. From the search results, click People to filter the results to only display workers in your organization. Search categories are used to filter your search for faster, more accurate results.

Keep in mind that searches find exact matches. If you misspell the search text, you will likely not see any results. You can shorten words to find more matches. Use longer search terms to improve accuracy and reduce the time to return results. For example, if you are searching for the Maintain Project Worker Roles task, the search string “main pro work” returns more relevant results than the search string “Maintain Project.”

Search prefixes restrict the search results to a particular type of Workday object. Search prefixes are lowercase letters, followed by a colon (:). For example, “bp:” returns all business process definitions. To see a list of all search prefixes available to you, enter a question mark (?) in the search field.

In addition to the search field, there are Find pages where you can use filters to narrow down your results. For example, you can use the Find Workers report to search for employees by city, skillset, cost center, and so on.

On search report pages (or reports that likely start with “Find,” i.e. the Find Workers report), you can use the faceted search box.

You can customize your faceted search in a variety of ways, including:
- Boolean search – (marketing OR branding) AND manager
- Phrase search – “marketing manager”
- Exact Match – specificmail@workday.com

You can then save these faceted searches for later use.

When the search results provide what you’re looking for, you can either initiate an action using the object’s Related Actions or click the link to see more information.