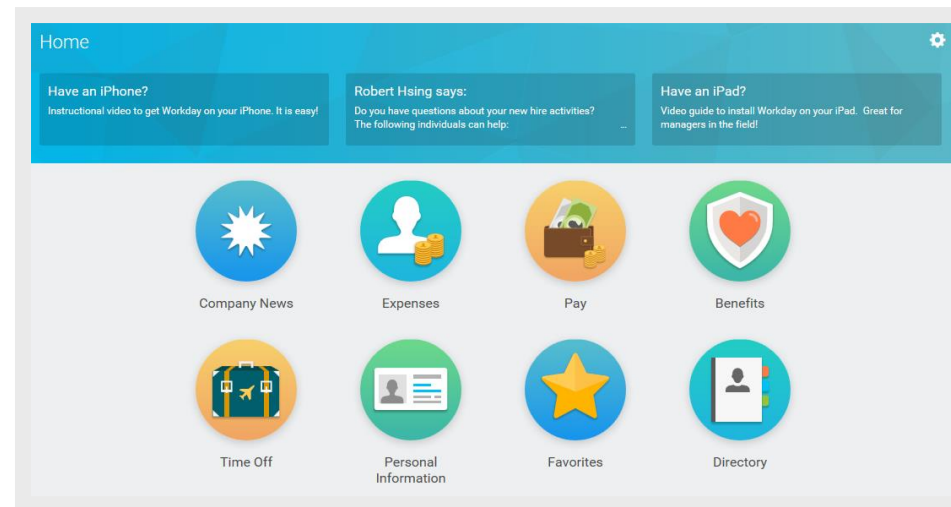


Navigate the Home Page









The Workday Home page displays worklets that provide access to tasks and reports. Because the Home page is highly configurable, your organization may display different worklets.



Configure Worklets

Additional worklets can be added to your Home page, if allowed by your organization.

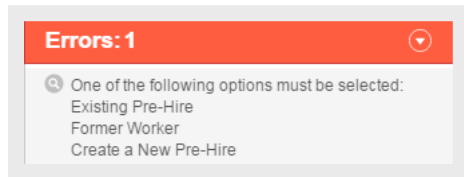
From your Home page:

1. Click the **Settings** icon  in the upper right corner. The Configure Worklets page displays.
2. Click the **Add** icon  to add a new worklet.
3. Click the **Prompt** icon  to select from the list of existing worklets.
4. Click the **Minus** icon  to remove a worklet from the dashboard.
5. Click the **Up Arrow**  or **Down Arrow**  to reorder the worklets on the page. To move a worklet to the first or last position, use the **Move Row to Top**  or **Bottom** arrows .
6. Click **OK > Done**.

Error and Alert Messages

Error and alert messages display in the upper right corner of the page. They typically identify a specific field(s) where information is missing, entered incorrectly, or in conflict with a rule established by your organization.

Errors prevent you from completing a task until the error is fixed. Errors appear in a red color.

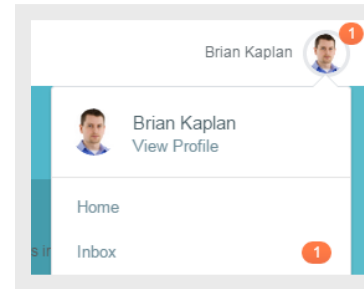



Alerts notify you of potential problems on a page, but do not prevent the task from being completed. Alerts also display the location of missing or problematic information within the task, report, or business process. Alerts are orange.

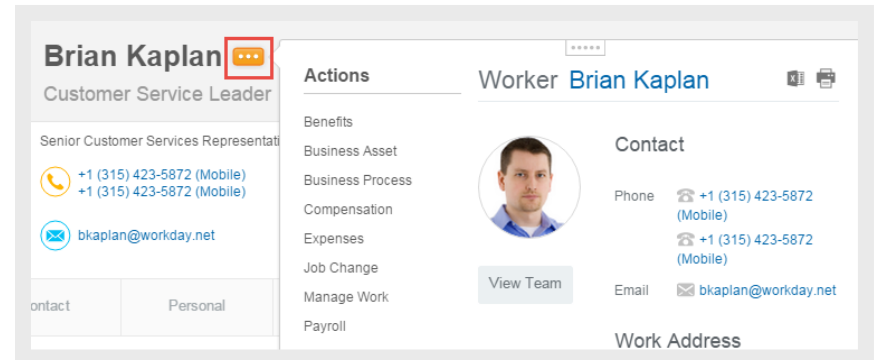


Use Related Actions and the Profile Icon

The Profile icon contains links to the Home page, dashboards, and documentation (if configured).




The **Related Actions**  displays next to an object when there are relevant actions. For example, the **Related Actions** next to your name accesses tasks and data relating to your worker record.



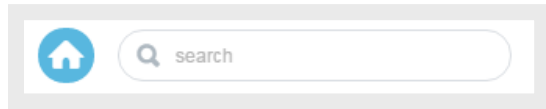
Options beginning with "View" are view-only actions.



As an option, you can detach the menu from the **Related Actions** icon by clicking and dragging the icon  at the top of the Available Actions menu.

Navigate Using Search

Workday makes it easy to search for people, tasks, reports, and business data using the Search field.

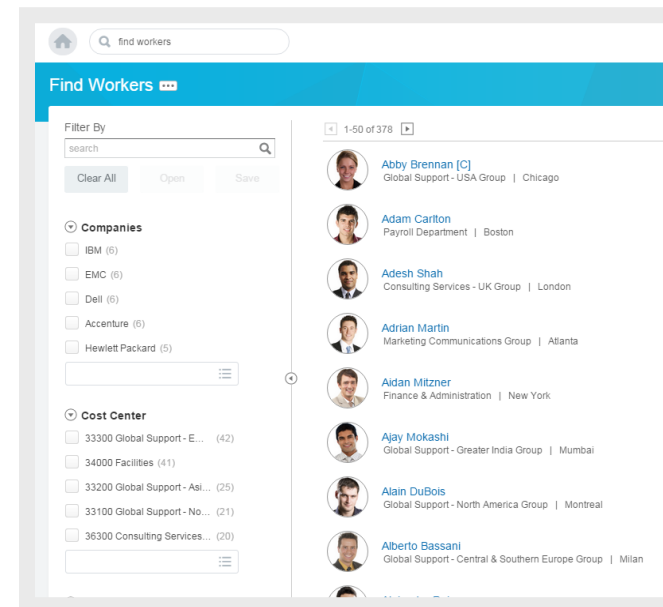


For example, to find a worker, type the name into the Search field and press Enter. If you click **People**, you can filter the results to only display workers in your organization. Search categories are used to filter your search for faster, more accurate results.


Keep in mind that searches only find exact matches. If you misspell the search text, you will not see any results. You can use abbreviated terms to find more matches. Use longer search terms to improve the 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 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 processes definitions. To see a list of all search prefixes available to you, enter a question mark (?) in the search box.

In addition to the search box, there are Find pages where you can use filters to narrow down the results. For example, use the Find Workers report to search for employees and other workers by city, skillset, cost center, etc.

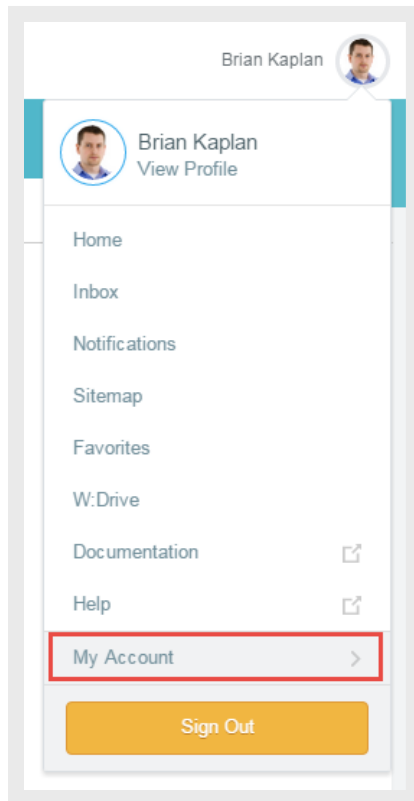


You can use the faceted search boxes in Find pages to customize your search by specifying any combination of the operators *and*, *or*, or *not*. When you use *not*, you must enclose the term inside parentheses.

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

Change Your Account Settings

You can easily change your account settings in Workday from your Workday Home page. Click the **Profile** icon in the top right corner and then select **My Account**. From here, you can change your account preferences. You can also use this to switch accounts if you are a delegate.



Set Up Account Preferences

Depending on how your organization configures Workday, you can edit a variety of features on your account, including languages, search functionality, workflows, and notification preferences.

From the Home page:

1. Click your **Profile Icon** > **My Account** > **Change Preferences**.
2. Change any of the items listed on the Change Preferences page, as allowed by your organization.
3. Click **OK** > **Done**.

Recommended Preferences and Settings:

Preferred Search Category: All of Workday