

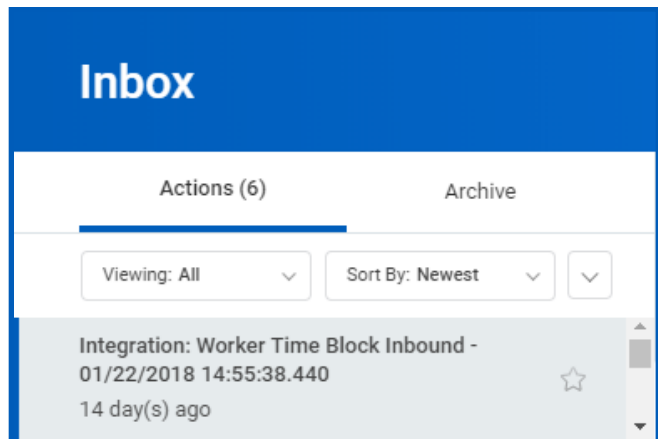
Getting Started: Use Your Inbox

Your Inbox includes notifications of tasks, approvals, due dates, and other items sent to you as part of your organization's business processes. You can access your Inbox using your desktop web browser or mobile device.

DESKTOP

VIEW YOUR INBOX


1. Click the **Inbox** icon near your Profile Photo.
2. Click the **Actions** tab to view your business process tasks, approvals, and to dos.
3. Click the **Archive** tab to access the status of your previous business processes.



DELEGATE YOUR INBOX

Workday allows you to delegate your Inbox items to a colleague. This is useful if you are unable to perform the actions yourself due to time off or a leave of absence.

From the Actions tab:

1. Click the **More**  icon, then **My Delegations**.
2. Click **Manage Delegations**.
3. Enter the Begin Date and End Date for the delegation.
4. Select a user to delegate your tasks to in the Delegate field.



Note: If you are only delegating Inbox tasks, leave the Start On My Behalf field blank. This option is for delegating the initiation of business processes.

5. In the Do Inbox Tasks On My Behalf field, select whether to delegate all business processes, specific business processes, or none of the above.
6. Select the **Retain Access to Delegated Tasks in Inbox** checkbox to view and modify your Inbox while delegated.
7. Select a Delegation Rule if you are delegating a business process.
8. Click **Submit**. A confirmation displays. Depending on their security settings, your organization may require additional approvals.
9. Click **Done**.



Note: Select the Business Processes Allowed for Delegation tab from your My Delegations page to view which business processes you can delegate.

Getting Started: Use Your Inbox



MOBILE

VIEW YOUR INBOX

The Inbox is your personal activity stream. It includes Actions (e.g., approvals, to dos) sent to you by your organization's business processes.

IPHONE OR IPAD

From the navigation bar:

1. Tap the **Inbox**  icon.
2. Tap the **Actions** or **Archive** tab to access the corresponding information. You can filter Actions by tapping the filter  pull-down menu.
3. Select an item to view more details.

DELEGATE YOUR INBOX

Workday allows you to delegate your Inbox items to a colleague. This is useful if you are unable to perform the actions yourself due to time off or a leave of absence.



Note: You can only delegate Inbox items on a task-by-task basis using the Workday Mobile application. In order to delegate all Inbox items within a certain time frame, you must use Workday on a web browser.

IPHONE OR IPAD

From the navigation bar:

1. Tap the **Inbox** icon.
2. Select an item to view more details.
3. Tap **More > Delegate Task**.
4. Select a user to delegate your task to in the Proposed Delegates field.
5. Tap **Done**.
6. Tap **Submit**.