Workday Landing page

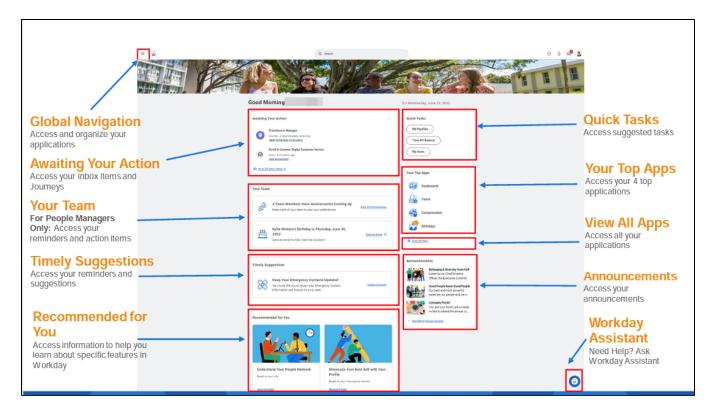
On this Job aid:

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- Enhanced Search

Workday has added machine-learning algorithms to recognize common tasks and applications by user and displays those on employee's landing page (Quick Tasks).

It will take several weeks of use for changes to take effect on your personalized page.

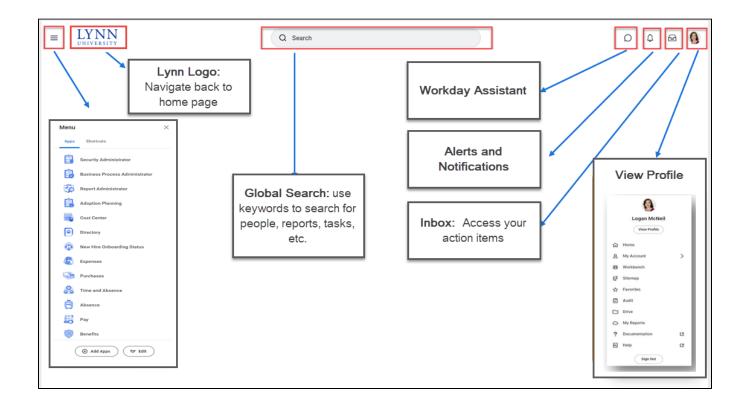
Components of the landing page



When you log into Workday, you will notice a new home page layout experience.

Workday presents information in several cards on the landing page:

- Global Navigation: Organize and access your applications.
- Awaiting your action: It displays the top three items on your inbox. To access your inbox, you can click on the link "Go to all Inbox Items" beneath the list or the inbox icon on the top right of your screen.
- Your Team (Managers Only): It displays reminders and action items for managers.
- Timely suggestions: employee-specific reminders and action items.
- Quick tasks: provides links to the three tasks a user accesses regularly. Workday optimizes this area using AI.
- Your Top Apps: Configurable top 4 apps to display on your home page. Perhaps the most significant change is that only four Apps are shown instead of twenty. Click on the "View all apps" option beneath the three opens to the entire list of apps. See also global navigation menu.
- Announcements: The Lynn announcements moves lower on the page.
- Workday Assistant: Workday's purpose-built chatbot that can help you complete common tasks, answer questions, and navigate around Workday. Click here for more info.



Core Navigation

Global Navigation Menu

Access the new global navigation panel by selecting the 3 lines to the left of the Lynn logo. The panel will lists all Workday's applications and shortcuts formerly displayed as icons on the landing page. The global navigation panel is on every Workday page, not just the landing page. Employees who use Workday's shortcuts option (the foursquare icon) or configure applications option (cog icon) will find those options in the global navigation panel. Shortcuts set previously in Workday will show up in this panel after Sep. 11.



Edit order of your Top Apps

Apps Shortcuts Addininistrator	L	× 0 0 0	Edit A	xck to Menu Apps (21) ⓒ of 20 Apps can display in your men	_
	Career	•			
Directory New Hire Onboarding Status	Procurement Revenue Supplier Accounts	© © ©		Business Process A	
Kanna and a second	1			Cost Center Cost Center Directory	

Select Add Apps, Search apps or click + sign next to apps to add.

Click Edit, Click - to delete apps or Click and drag apps to rearranged them.

My Shortcuts

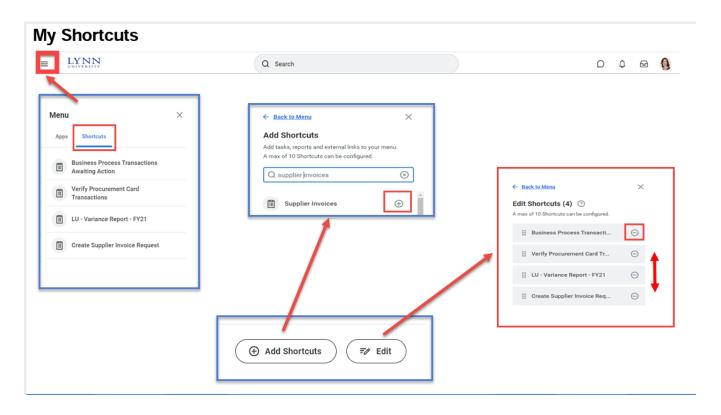
The Configure Shortcuts task is no longer available in the top menu



You will find the shortcuts on the top of the Global Navigation Menu, tab next to Apps.

Click Add Shortcuts, search for the task or report, click + sign to add

To reorder or delete shortcuts, Click Edit. Select - sign to delete shortcuts or drag and drop to reorder.



Enhanced Search

Workday enhanced the search experience to make it easier to find what you're looking for. The search results will be organized on categories such as organizations, people, and task and reports.

The Search Bar will now, by default, only yield results related to People, Tasks and Reports.

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Users will be able to select other search categories (such as Expenses and Recruiting) shown under **More Categories** to yield those related results.

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Д	Saved Categories	~	Tasks and Reports					
	People Tasks and Reports	13	Org Chart Report					
:=	More Categories	~	Org Chart Report View an organization chart of the selected organization zation and subordinate organizations. You can expand					
	Recruiting	0	structure. You can also use related actions on each wo tions you have permission to perform on each. Require	rker and organization to access all the func-				
	Staffing Projects	0	none Org Chart As Of					
	Assets	0	Report View an organization chart of the selected organizatior ship between this organization and subordinate organiz	ations at that time. You can expand organi-				
	Banking and Settlement	0	zations to see the workers' reporting structure. You car and organization to access all the functions you have p prompts: Organization, View as of Optional prompt: nor	ermission to perform on each. Required				
	Expenses Financial Accounting	0	Org Chart Configuration Report					
	Procurement	0 -	Create Org Chart Business Object Configuration Task					
ŝŝ	Configure Search		View All 13 Tasks and Reports				6	
0	View Search Tips							

Not finding what you are looking for? The More Categories section on the left, will let you select search results from other categories based on your search. You will see this test example search revealed 15 results in Staffing that users can view by selecting them.

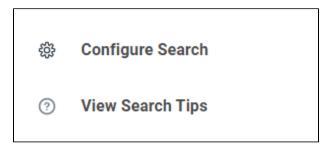
Click on "More Categories" > to expand your search

≔	More Categories	~	
	Recruiting	0	
	Staffing	15	
	Projects	0	
	Assets	0	
	Banking and Settlement	0	
	Expenses	0	
	Financial Accounting	0	
	Grants	0	
	Procurement	8	
	Revenue	0	
	Endowments	0	
	Inventory	0 -	

You can customize your search categories to better fit your needs by clicking the "Configure Search" gear icon .

If you are in a role that has you searching for things outside the defaulted search categories (like Position Titles, Expense Reports, Students, etc) you may want to **configure your search** results to automatically search for those items.

To configure your search results, select the **Configure Search** button at the bottom left of the Search Results page.



Click and drag the category you wish to add from "More Categories" to "Saved Categories."

Conf	igure Your Search	×
Drag a	nd drop to reorder both lists.	
	Categories are the categories you would like to search first? (Minimum of 1)
	People	
::	Tasks and Reports	
	Categories are the categories you do not want to show?	
::	Recruiting	
	Recruiting Staffing	
	-	
	Staffing	
	Staffing Projects	
	Staffing Projects Assets	
	Staffing Projects Assets Banking and Settlement	
	Staffing Projects Assets Banking and Settlement Expenses	
	Staffing Projects Assets Banking and Settlement Expenses Financial Accounting	