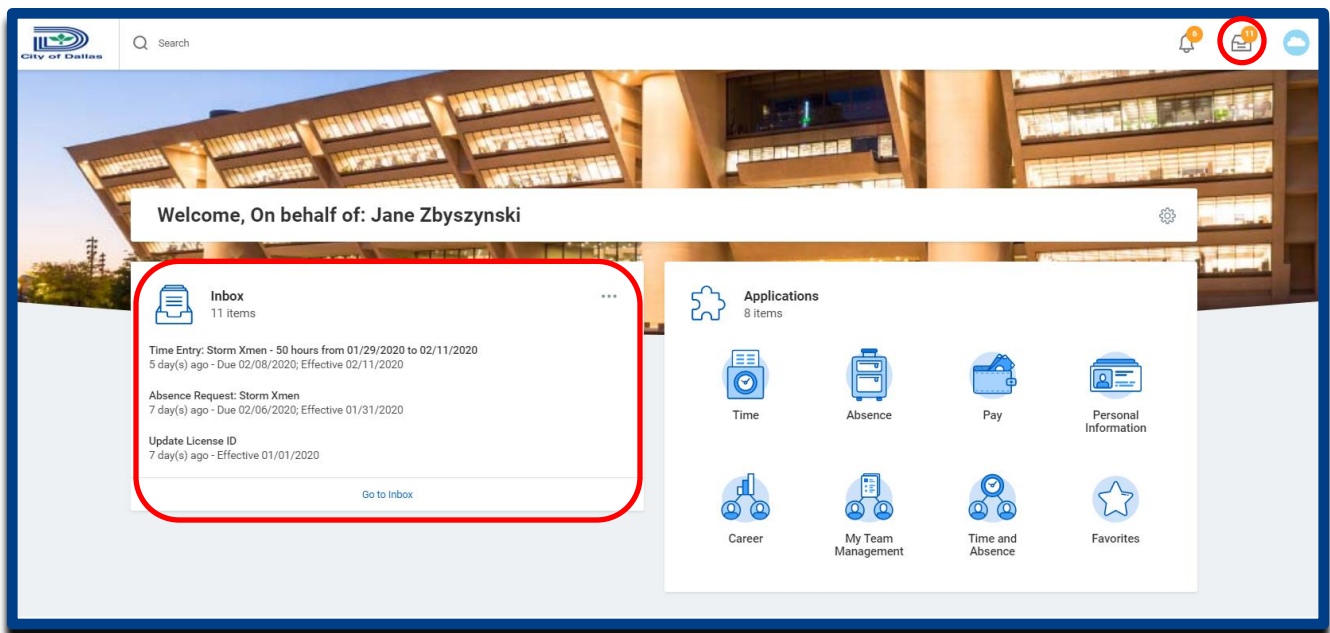


There are two ways that Workday uses to communicate to you: your Workday inbox and notifications. Your Workday inbox displays the action items that require your completion. It is also a way to see the status and history of any process with which you are or have been involved.

### Accessing Your Workday Inbox

From your home landing page

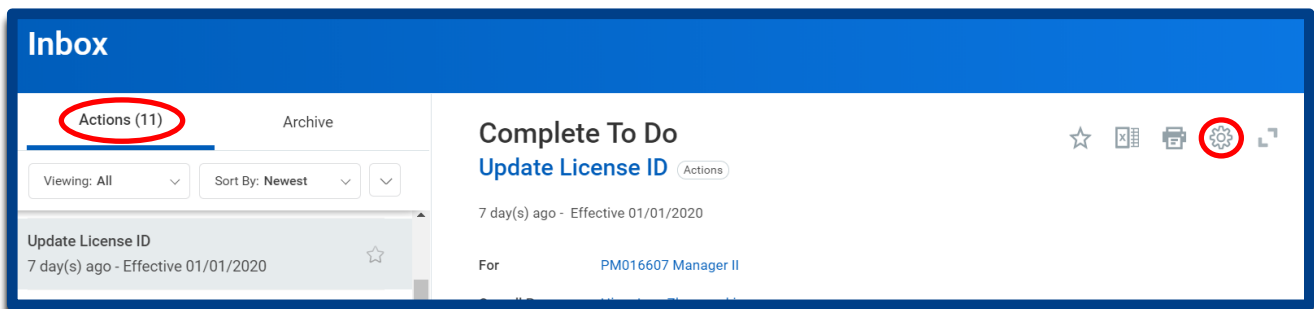
- 1. The Inbox section on your home page.** You can select a task directly from here, or you can click the Go to Inbox link at the bottom of this section.
- 2. The inbox icon in the upper right of your screen.** The number in the orange circle that accompanies the icon indicates how many tasks are awaiting your attention. Click the icon to go to your Workday inbox.



### Working in Your Workday Inbox

Your Workday inbox is split into two sections: **Actions** and **Archive**.

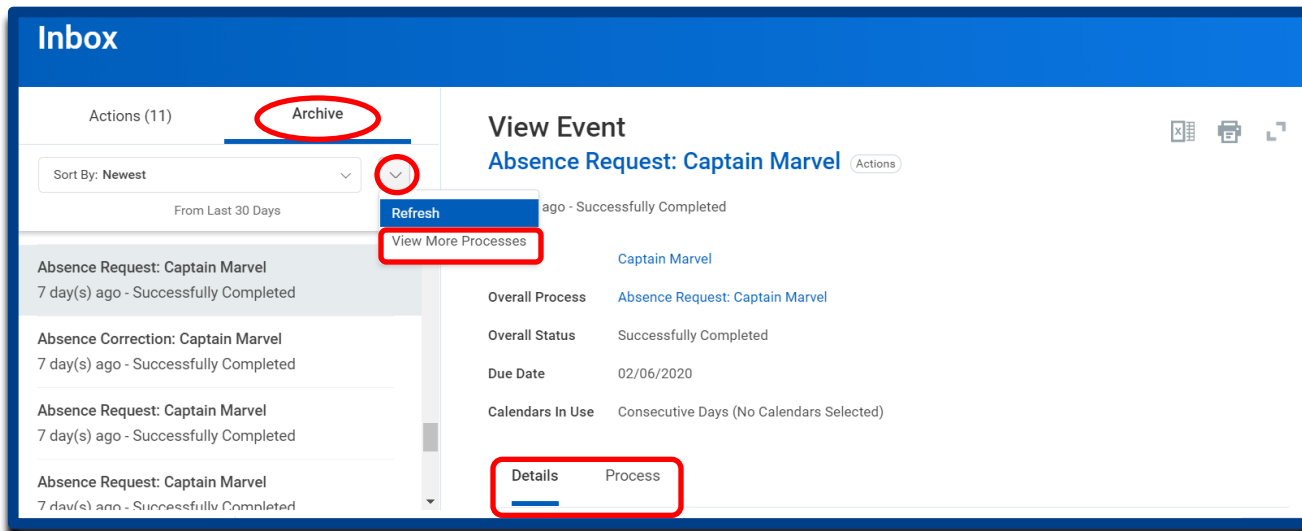
Select the **Actions** tab to view your business process tasks, approvals, and to dos. Take action on a task directly within your Workday inbox by clicking on the task from the list on the left and then using the right pane to take action. You can reassign some tasks to someone else from the **Task Actions (gear) icon** in the upper right of the task.



## Workers: Manage Your Inbox

Select the **Archive** tab to access the status and history of any task in which you have been involved either by initiating, submitting, or approving.

- The **Details** tab for each task is where you can find what was entered for the task. If updating existing information, the changes are noted by a blue circle.
- The **Process** tab for each task is where you can find the historical activities associated with the task, such as by whom and when it was approved.



While the **Archive** tab displays tasks within the last 30 days, you can use the down arrow (chevron) next to the **Sort By** dropdown for older tasks. Select the “**View More Processes**” option, enter the date range, and click the OK button. You can then sort the resulting list by clicking the appropriate column header.

