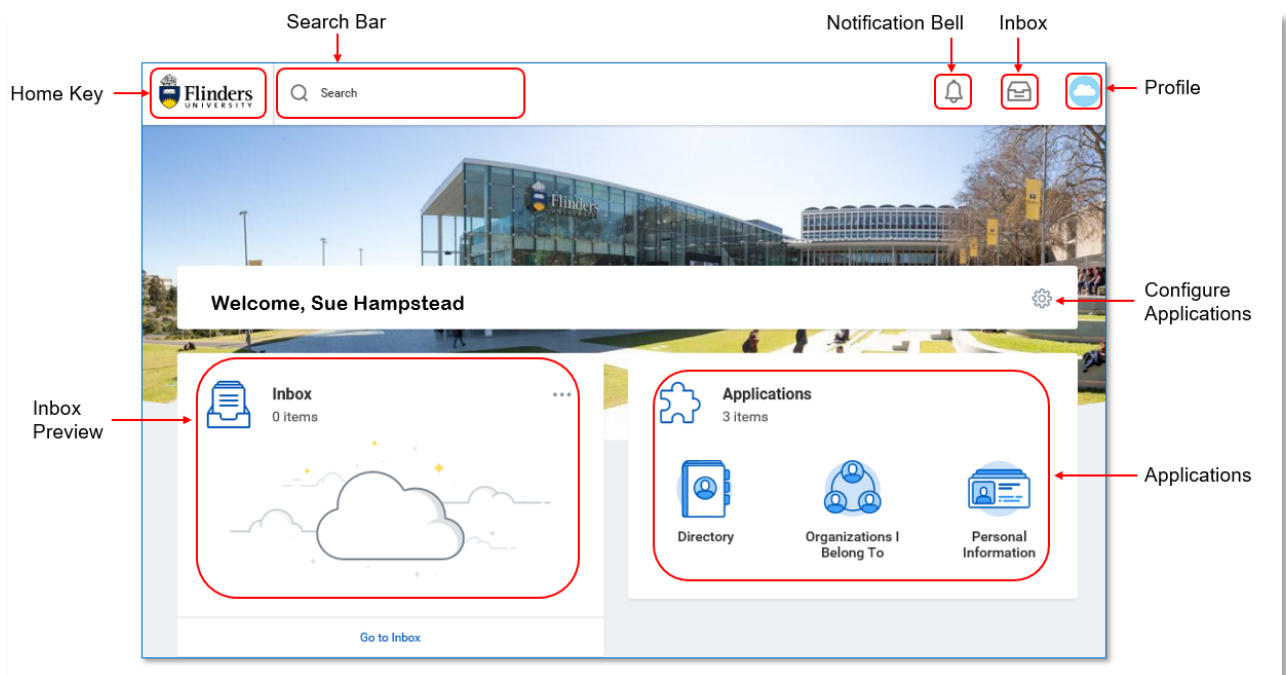
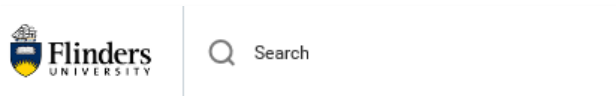


The below information is a guide for Navigation around the Workday system for Flinders University. Please note, like many systems, in Workday, there is more than 1 way to complete a process.

The home key, Search bar, notification bell, inbox link and profile keys remain visible and available for use when you are navigating around the system.

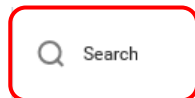


Home Key



The Flinders University logo (home key) in the top left can be used at any time to go back to the home page.

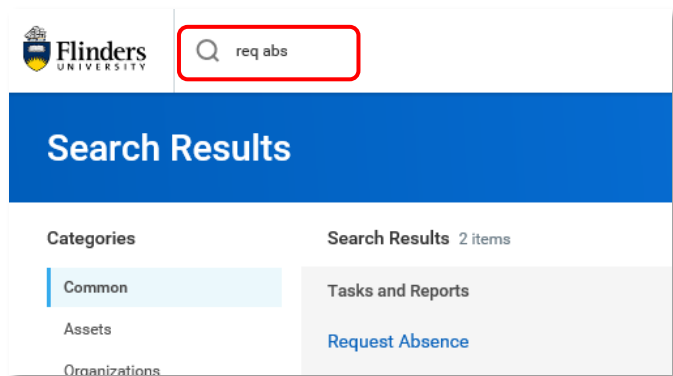
Search Bar



The search bar is where to search for what you need. Workday allows you to search for people, people and culture business processes and reports.

The best way to utilise the search function is to abbreviate words in your search to the first 3 letters of each word. Please note: if you do not abbreviate your search words, you need to spell full words correctly otherwise results will not show.

For example: request absence can be search as 'req abs'



Notification Bell



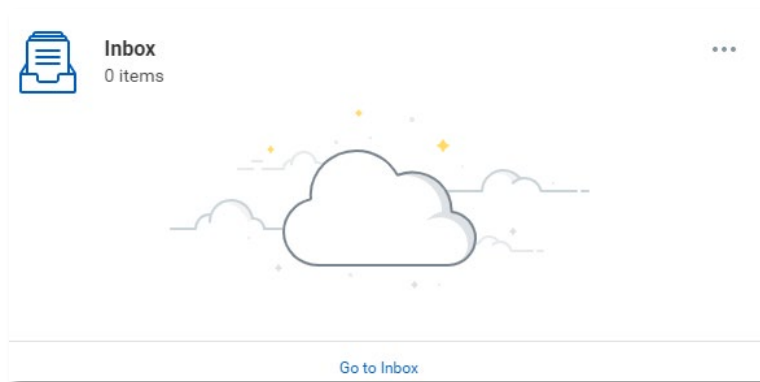
Notifications in Workday are there to let you know if something has been approved or completed which is relevant to you.

Inbox



Your people and culture tasks will now be found in Workday. Anything that requires **action** from you regarding people and culture processes can be found in your inbox.

Inbox Preview



The inbox preview on your home page allows you to see the last 3 inbox actions you have received. You can navigate to the inbox by clicking on an inbox preview item or by clicking on [Go to Inbox](#) at the bottom of the preview.

Profile



Your Profile is where you can view your personal information and position information. For example, you can view your payslip, employment details and contact details.

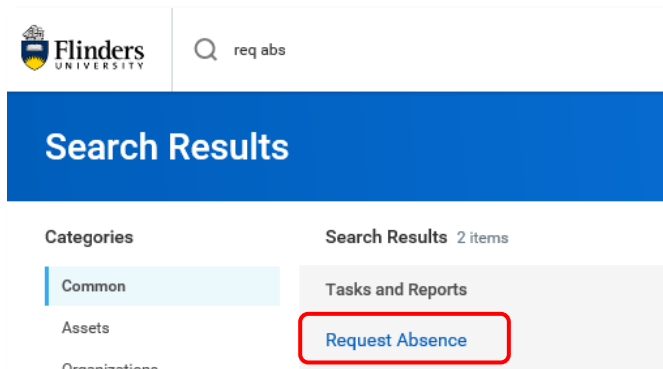
Configure Applications



Configure applications is where to go to add/remove applications shown on your home page. You will notice some applications will be on your home page that are mandatory (such as Absence) – these cannot be removed.

Links

In Workday, if anything is written in blue it is a link to a business process or action. For example: if searching for request absence, the search result will be in blue, which you can then click on to action your request.



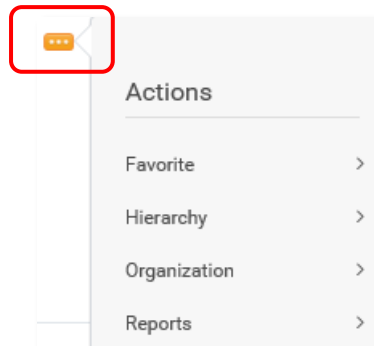
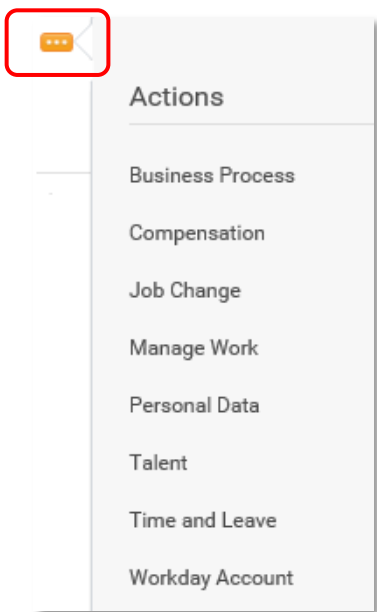
Related Actions



Related action icons are found at the end of any link. They may not be visible until you hover over them.

Related Actions cont..

When there is a related action icon next to any link, this gives you the options for actions you can take related to your security access for that link. The icon will turn orange when hovered over or clicked on. Click on the related actions icon and your options will appear.



Your profile also contains an action icon – you can click on this and see the action options you can take.

