

Perform actions and see notifications

Purpose

To help users efficiently manage their tasks and stay informed about system updates, approvals, and alerts within Workday by using the Actions button and Notification Bell.

Overview

Workday provides intuitive tools to perform context-specific actions and receive timely notifications. The Actions button allows users to initiate tasks like editing details or submitting requests, while the Notification Bell keeps users updated on approvals, alerts, and system messages.

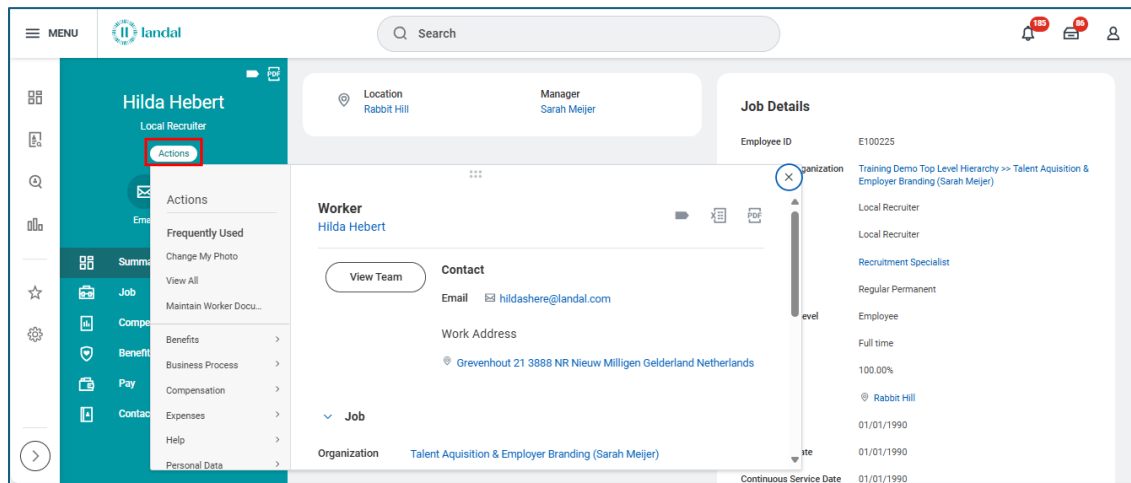
Step-by-Step Instructions

1. Perform Actions Using the Actions Button

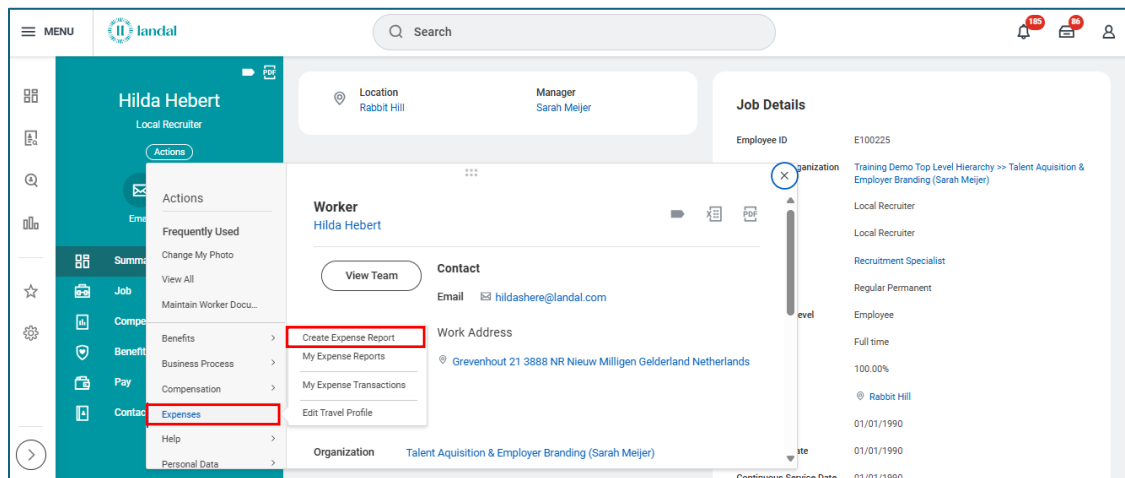
Step 1: Navigate to the relevant section (e.g., Worker Profile, Expense Report).

Step 2: Click the Actions button.

Step 3: Scroll through the list to view available options.



Step 4: Select the desired action (e.g., Change My Photo, Expenses).

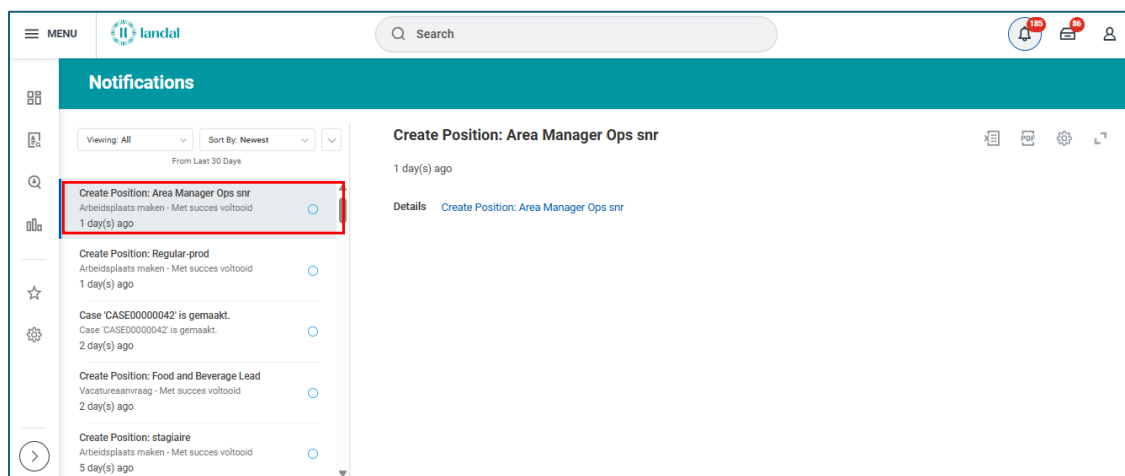


2. View Notifications Using the Notification Bell

Step 1: Locate the Notification Bell icon at the top-right of the homepage.

Step 2: Click the bell to open the notifications panel.

Step 3: Click on any notification to view details or take action.



Note:

- Check the **Notification Bell** regularly to avoid delays in approvals or actions.
- Use the **Actions button** for quick access to relevant tasks without searching manually.
- Customize your homepage shortcuts for frequently used actions.