



















### Navigating Using Icons

In Workday, icons make Workday easy to use. Workday icons are shown below for quick reference.

Workday Icon	Function
	<b>Calendar</b> Click to select a date.
	<b>Change</b> Changes a previously selected value.
	<b>Expand</b> This symbol will point to the right when a section has not been expanded and down when an area is expanded; if a user clicks on the symbol while it is pointing down, the area will be condensed.
	<b>Expand</b> Allows the contents on the screen to be expanded to a full screen view.
	<b>Export to Excel</b> If the Export to Excel symbol is located at the top of a page, all content can be exported.
	<b>Filter</b> Click to narrow the data results based on selected criteria.
	<b>Gear</b> Click on the icon to configure the Workday screen.
	<b>Inbox</b> Access all action items and notifications.

	<p><b>Navigate</b></p> <p>Navigate through Workday from one place, including dashboards, landing pages and shared drives.</p>
	<p><b>Print</b></p> <p>Print the entire (or certain details of the) page.</p>
	<p><b>Process Canceled</b></p> <p>Indicates that a Workday business process has been canceled.</p>
	<p><b>Process Successfully Completed</b></p> <p>Indicates a Workday business process has been successfully completed.</p>
	<p><b>Profile</b></p> <p>The profile manages account details and sign out.</p>
	<p><b>Prompt</b></p> <p>Click to display a list of values for a field. Functions as a drop-down/picklist.</p>
	<p><b>Related Action</b></p> <p>Use to initiate worker-related transactions.</p>
	<p><b>Required</b></p> <p>The asterisk symbol indicates that a value is required for a field; users will not be allowed to continue unless all fields marked with an asterisk have a value.</p>
	<p><b>Search</b></p> <p>Search for people, tasks, reports and more.</p>
	<p><b>Undo</b></p> <p>Undo/Reverse the change.</p>