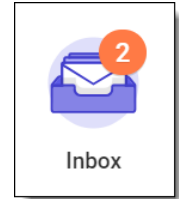


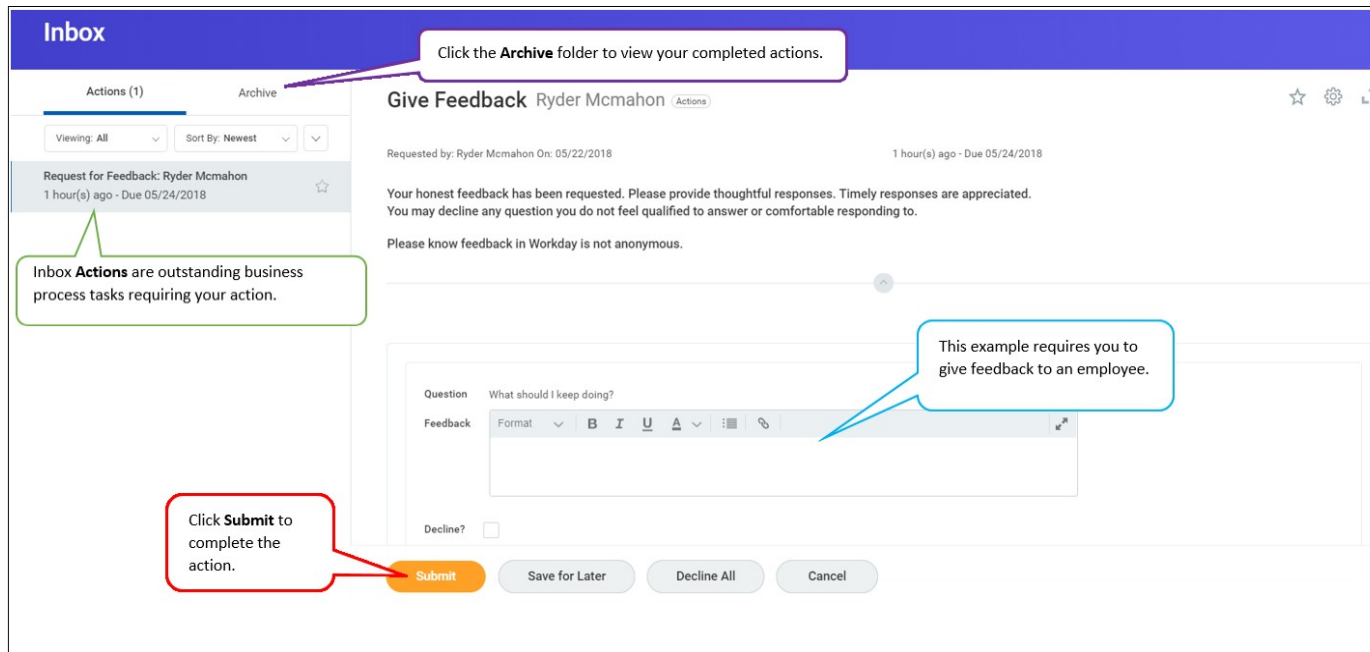
Managing the Workday Inbox

The Workday Inbox includes notifications of tasks for your completion approvals, due dates, and other items sent to you as part of your organization's business processes. You can access your Inbox using your desktop/web or mobile device.



Submitting/Approving an Action

This example is requesting your feedback for another employee. After you have given your feedback, click **Submit** to complete the task. You may receive other task items that will require you to click buttons like Approve, Move Forward, Send Back or Deny. The appropriate buttons will be available to you depending on the action item.



The screenshot shows the Workday Inbox interface. At the top, there is a blue header with the word "Inbox". Below the header, there are two tabs: "Actions (1)" and "Archive". A callout points to the "Archive" tab with the text: "Click the **Archive** folder to view your completed actions." Below the tabs, there are filters for "Viewing: All" and "Sort By: Newest". A list item is shown: "Request for Feedback: Ryder McMahon" with a star icon and "1 hour(s) ago - Due 05/24/2018". A callout points to this list item with the text: "Inbox **Actions** are outstanding business process tasks requiring your action." The main content area shows a "Give Feedback" action item for "Ryder McMahon". It includes the text: "Requested by: Ryder McMahon On: 05/22/2018" and "1 hour(s) ago - Due 05/24/2018". Below this, there is a message: "Your honest feedback has been requested. Please provide thoughtful responses. Timely responses are appreciated. You may decline any question you do not feel qualified to answer or comfortable responding to. Please know feedback in Workday is not anonymous." A callout points to this message with the text: "This example requires you to give feedback to an employee." Below the message is a "Question" field with the text "What should I keep doing?". Below the question field is a "Feedback" field with a rich text editor toolbar. Below the feedback field is a "Decline?" checkbox. At the bottom, there are four buttons: "Submit", "Save for Later", "Decline All", and "Cancel". A callout points to the "Submit" button with the text: "Click **Submit** to complete the action."