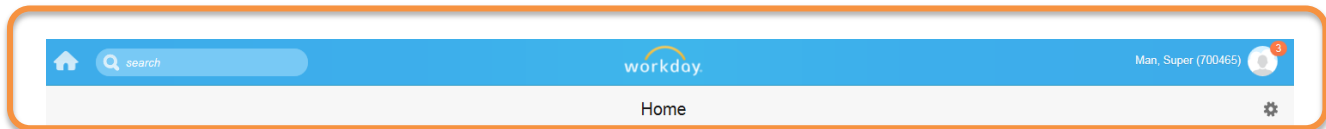# Tip sheet: *How to Navigate in Workday*

On the Home Page:

Across the top of the home dashboard page you will always find the same blue bar. This contains easy navigation icons, search fields, and access to your Workday account details.


Click on your name in the right hand corner to bring up a lot of navigation options. This is where you can view your **Profile**, access your I**nbox** and **Notifications**, edit your **Favorites**, and access details in **My Account**.

The orange circle next to your photo icon (showing a 3 in this example) denotes the number of unread items in your Workday inbox. **This is a slight change** from the prior Workday format showing an icon to represent the inbox. In this Workday release, the inbox icon is gone. Clicking on your name will bring up easy access to your Workday inbox.

The My Account sub-menu is where you go to change your Password and preferences, as well as manage your Password Challenge Questions.
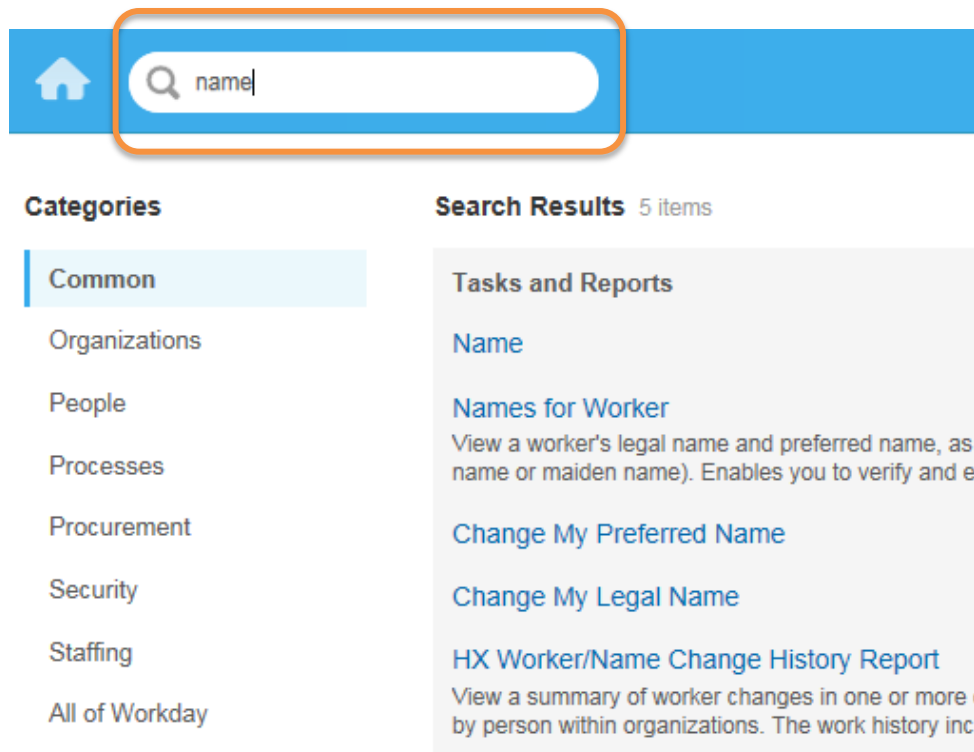
Note: More detail on passwords, preferences and challenge questions can be found in the "How to Log In to Workday" Tip Sheet
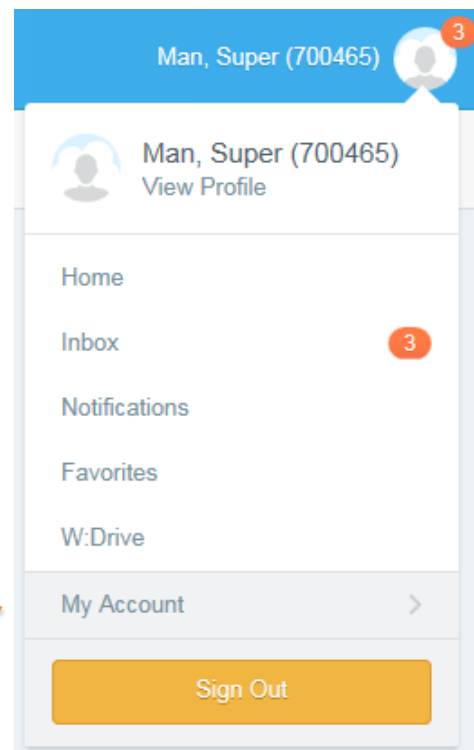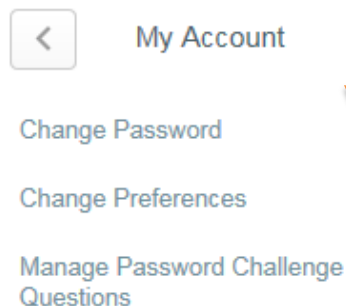
Searching in Workday:

From anywhere within the Workday environment, you can easily access the **Search** field in the top blue bar. Enter a word, or a partial name, to bring up the expanded **Search Results** page. In this example we have entered *Name* into the search field. Workday will automatically bring up the first 5 most common search results for the item you listed. You can further define your search using the **Categories**.

Note: *The most expanded search results will come from selecting the **All of Workday** category.*


Returning to your Dashboard:

From anywhere in Workday, you can easily return to your main Dashboard page. Clicking either the Home icon (shaped like a house) or the Workday logo (in the center) will direct you back to the main Dashboard
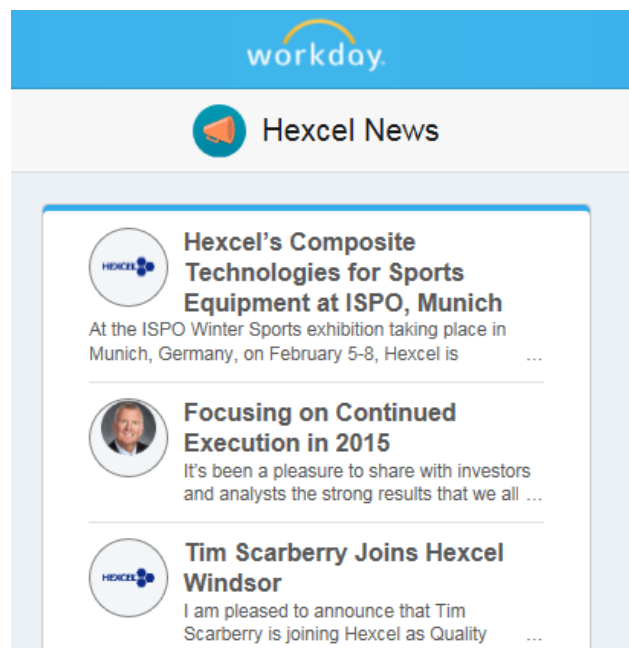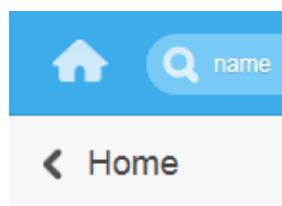
Navigating the Dashboard Worklets:

The Workday Dashboard page displays round icons called Worklets. These provide you access to tasks and reports.
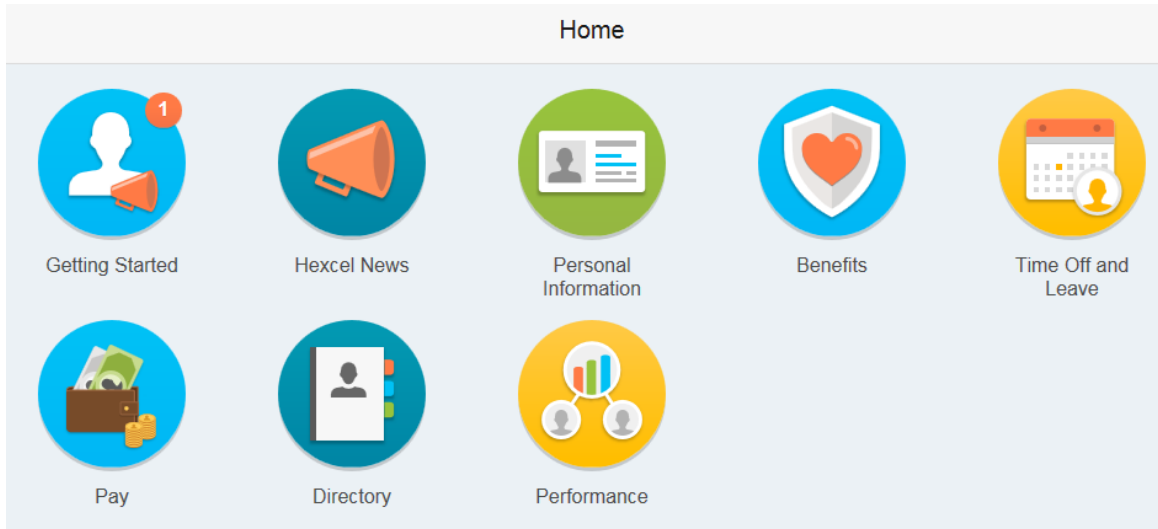
Note: *The Worklets you see on your dashboard may be slightly different than the ones shown here*

Clicking on any of the Worklets will bring up more information related to that category. In this example, we have selected Hexcel News. This opens a new page with the latest news releases.
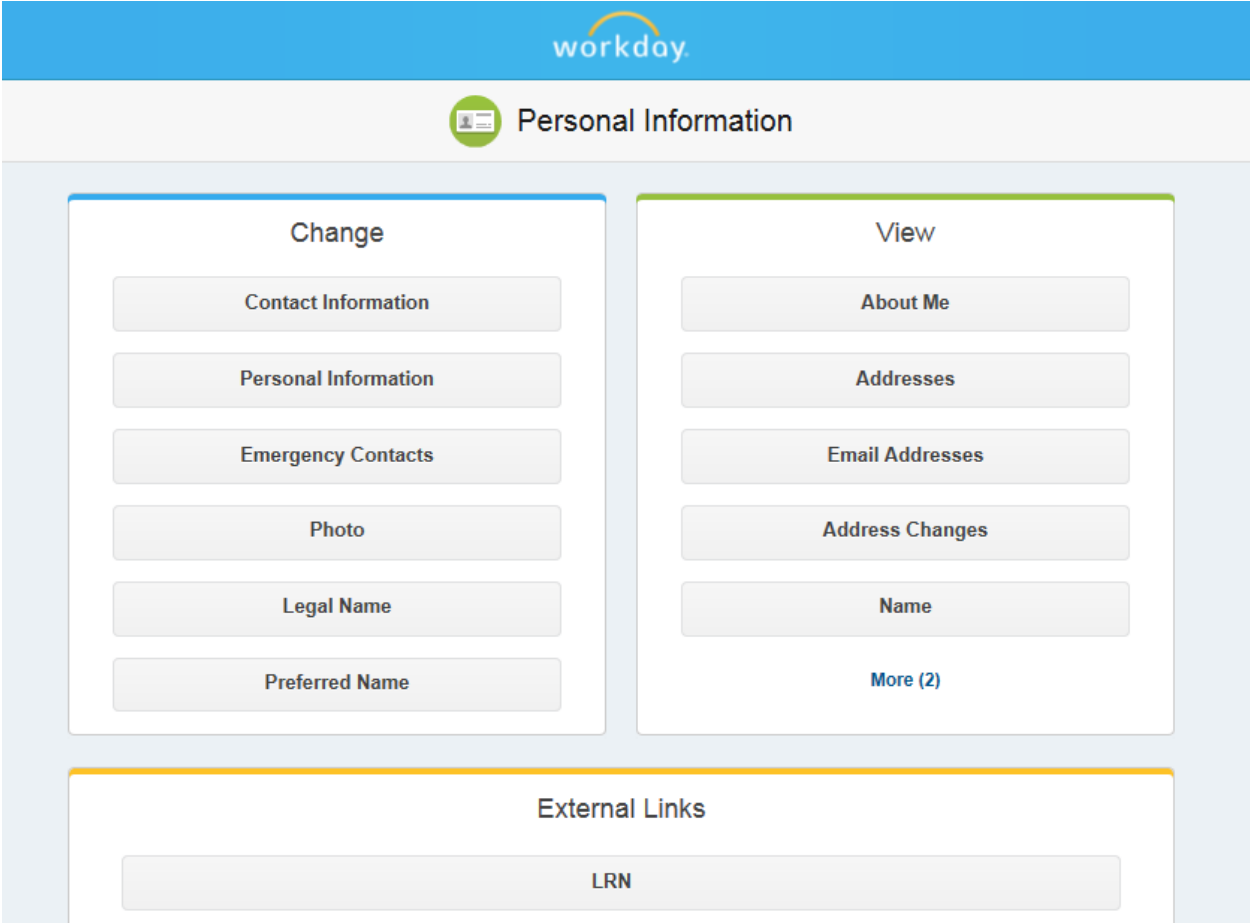
You can click the left arrow to return back Home, or click the house icon.

More Dashboard Worklets:

Selecting the Personal Information worklet will open up an extended listing of items related to You! Items on the left in the Change column are items that you can edit and modify. View items on the right are informational only.

External Links are listed to conveniently give you access to other HR related sites like LRN, our resource for employee compliance trainings.

Using the Related Actions Icon:

Frequently throughout Workday you will encounter the Related Actions Icon. Clicking on this will open a window with quick access to frequently associated tasks.

Man, Super (700465) •••

In this example, we have clicked Related Actions for our employee Super Man. This expanded menu offers easy access to the most common information and tasks related to this employee.

Available Actions

Benefits
Business Process
Compensation
Personal Data
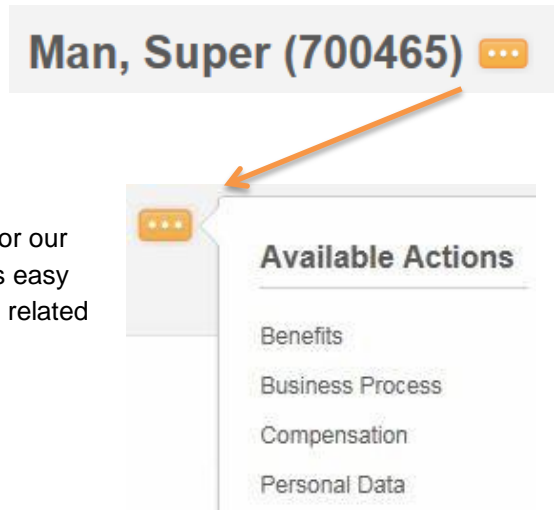
A Note about Alerts and Error Messages:

Alert and Error messages appear in the upper right hand portion of the page. They typically identify the specific field or fields where the information is missing, entered incorrectly, or in conflict with a rule established by Hexcel within Workday.

Orange Alert warnings are "soft" alerts to a potential problem, but the task can still be completed.

Alerts: 7

This period has been Locked for Payroll or Closed. If you feel you need to enter or correct Time, please contact Payroll.

Red Error alerts display when the system will not allow you to continue until you have fixed the error.

Errors: 1

The Daily Quantity cannot be more than 12 Hours.