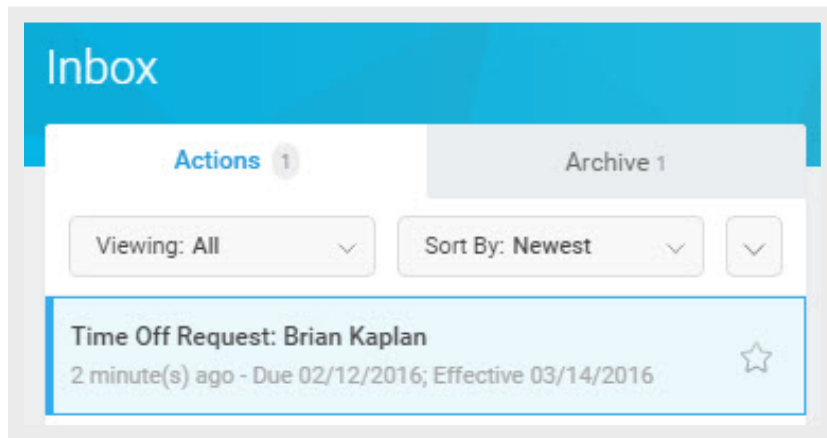


Purpose of the Inbox

Your Inbox includes notifications of tasks, approvals, due dates, etc., sent to you as part of your organization's business processes.

View Your Inbox

1. Click your **Profile Icon** in the upper right hand corner.
2. Click **Inbox** to expand your viewable options.
3. Click the **Actions** tab to view your business process tasks, approvals, and to dos.
4. Click the **Archive** tab to access the process status of any business process you have been involved in.



Delegate Your Inbox

Workday also allows you to delegate your inbox items if you are unable to perform the actions yourself. From the Actions tab:

1. Click **More** > **My Delegations**.
2. Click **Manage Delegations**.

3. Enter the **Begin Date** and **End Date** for the delegation.
4. Select a user to delegate your tasks to in the **Delegate** field.



Note: If you are only delegating Inbox tasks, leave the Start On My Behalf field blank. This option is for delegating the initiation of business processes.

5. In the **Do Inbox Tasks on My Behalf** field, select whether to delegate all business processes, specific business processes, or none of the above.
6. Mark the **Retain Access to Delegated Tasks in Inbox** check box to view and modify your Inbox while delegated.
7. Select a **Delegation Rule** if you are delegating a business process.
8. Click **Submit**. A confirmation displays. Depending on your organization's security settings, additional approvals may be required.
9. Click **Done**.



Note: Click the Business Processes Allowed for Delegation tab to view which business processes you can delegate.