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2022 Workday Homepage Overview
UVA Workday Training

TRANSCRIPT

Welcome to Workday and your new homepage. In this video, we will cover the changes Workday has delivered for your Workday homepage now called "Workday Today," as well as the new search results view with your homepage.

The most noticeable change is that your applications are now available through a "View All Apps" button and also in a new feature called the "Global Navigation Menu." The Global Navigation Menu is a new addition to your Workday toolbar, which means it will always be available to you no matter where you are in Workday. The menu includes a list of your applications, as well as anu shortcuts you may have created. A nice benefit of the menu is that it allows for you to not only add applications as needed, but also provides you the ability to reorganize your apps so that your most utilized applications are presented first. Simply click the edit button at the bottom of the page, drag and drop your applications in desired order, and click save to adjust to your liking.

The "Add Applications" button allows you to search for and add any additional apps. Added applications can also be removed when using the edit button.

Shortcuts are not a new feature, but now also exist in the menu. You can set up to 10 shortcuts which act as quick connections to your most frequented tasks and/or viewed reports. Just like the applications pane, you can add shortcuts and edit shortcuts once you have them added as needed.

Heading back to the homepage, the page is broken up into "Cards" which deliver information to you. The most familiar card will be the "Announcements" card which is not new, but has moved to the right side of your home page, listed in the "Announcements" section. Variably, you may also see other cards in sections: "Your Team," "Timely Suggestions," and/or "Recommended For You." These cards provide information for you to consider based on your role, such as a team member's upcoming birthday, if you're a manager, or required learning, if you have any learning assigned for you to complete.

The other new feature with this release is In the Workday search results. Search results now display a more prominent view of the results that match or relate to your keyword search in the default "Saved Categories" of: "People" and/or "Tasks and Reports," and related results in the "More Categories" section.

Just like we saw with the applications in the menu, you can configure your search results to meet your needs by using the "Configure Search" button in the bottom left corner of the page. Configuring your search allows you to specify what categories are important to you. Simply drag and drop the categories from the "More Categories" section into the "Saved Categories" section and then save your changes. Workday will now organize your search categories based on your preference.