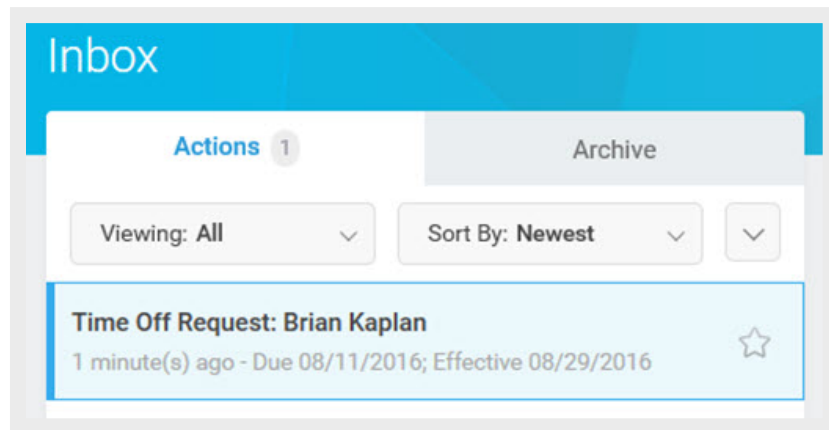


Purpose of the Inbox

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

View Your Inbox


1. Click your **Profile** icon in the upper-right 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 status of any business process in which you have been involved.



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.
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** checkbox 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: 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.



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