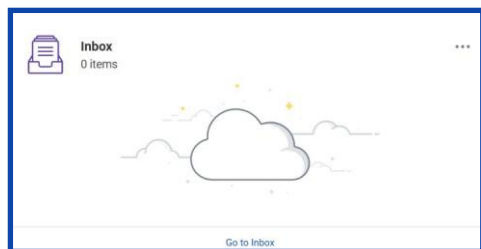


Your Inbox includes notifications of tasks, approvals, due dates, and other items sent to you as part of the City's business processes. You can access your Inbox using your desktop/web browser or mobile device.

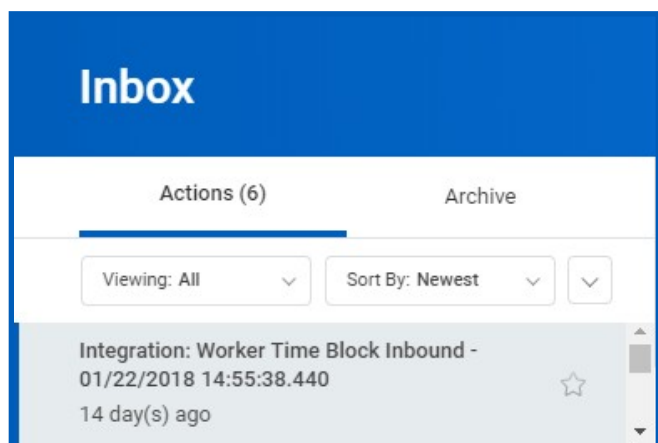
## DESKTOP

### VIEW YOUR INBOX

1. There are two ways to access your Inbox task.
2. Click the **Inbox** icon near your Profile icon  Located on in the upper right corner.



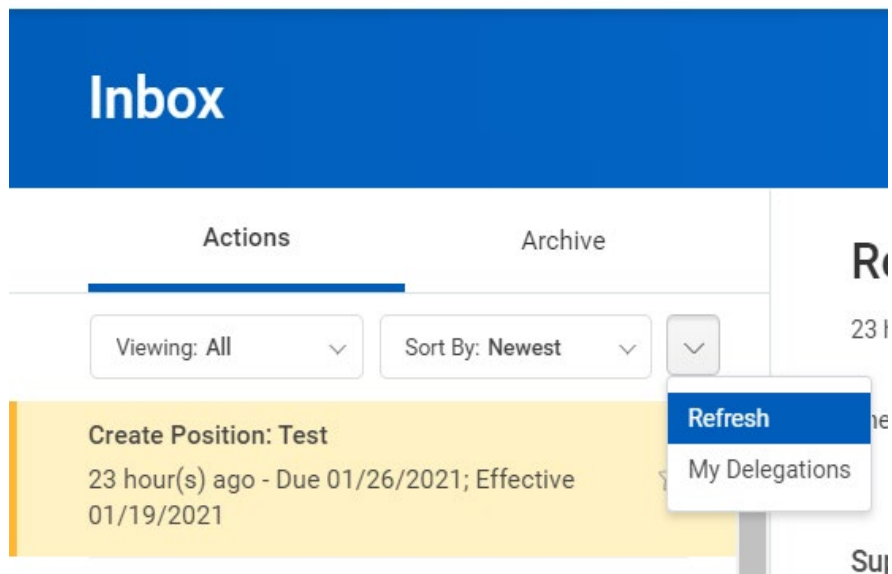
3. Another option is to select Go to Inbox from your home page.
4. Click the **Actions** tab to view your business process tasks, approvals, and to dos.
5. Click the **Archive** tab to access the status of any business process in which you have been involved.



## DELEGATE YOUR INBOX

Workday allows you to delegate your Inbox items to a colleague if you are unable to perform the actions yourself due to time off or a leave of absence.

From the Actions tab:



1. Click the **More**  icon, then **My Delegations**.
2. Click **Manage Delegations**.

> Business Processes allowed for Delegation

New Delegation 1 item ☰ ☰ 🗑️

+	*Begin Date	End Date	*Delegate	Start On My Behalf	Do Inbox Tasks On My Behalf
-	<input type="text"/>	<input type="text"/>	<input type="text" value=""/>	<input type="text" value=""/>	<p><input type="radio"/> For all Business Processes</p> <p><input type="radio"/> For Business Process</p> <p><input type="text" value=""/></p> <p><input checked="" type="radio"/> None of the above</p> <p>Retain Access to Delegated Tasks in Inbox</p> <p><input type="checkbox"/></p> <p>Delegation Rule</p>



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



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. Select 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**.
10. You will be able to see that the process has been forwarded for further approval.



Note: Select the Business Processes Allowed for Delegation tab from your My Delegations page to view which business processes you can delegate.

## STILL HAVE QUESTIONS ABOUT WORKDAY

For additional support and questions about Workday please contact your agency HR Practitioner.