

Starting in March, 2024, the current Workday Inbox will be relabeled as My Tasks and have enhanced functionality. The information below describes the changes.

Current Inbox View

In the current view, the section containing tasks to complete is called the Inbox. Upon clicking on **Go to All Inbox Items**, you are presented with a list of tasks, with tasks that have yet to be completed under Actions and tasks that have been completed under archive.

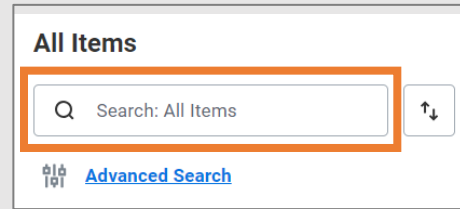
Revision to My Tasks

1. The home page looks largely the same. The greeting changes to Let's Get Started and the Go to All Inbox Items link will be labeled **Go to My Tasks**.

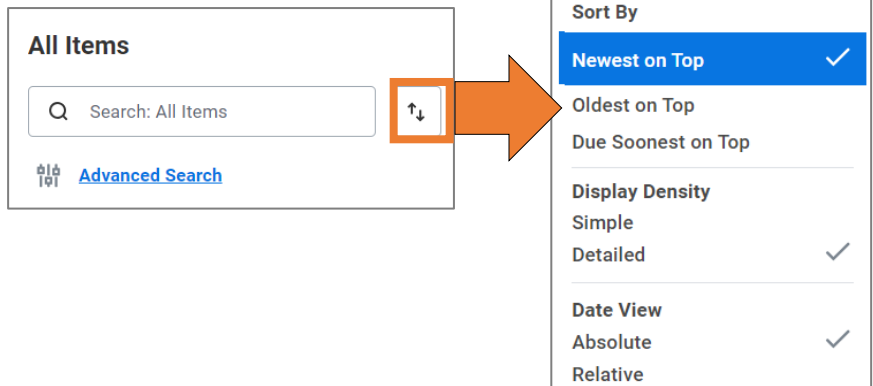
2. There is a new column to the left of the tasks containing a number of functions, along with a new search bar at the top of the list of tasks. You can now access all the features of your old Inbox more easily from this navigational panel.

You can also collapse the Navigation panel to maximize screen space by clicking on the collapse button.

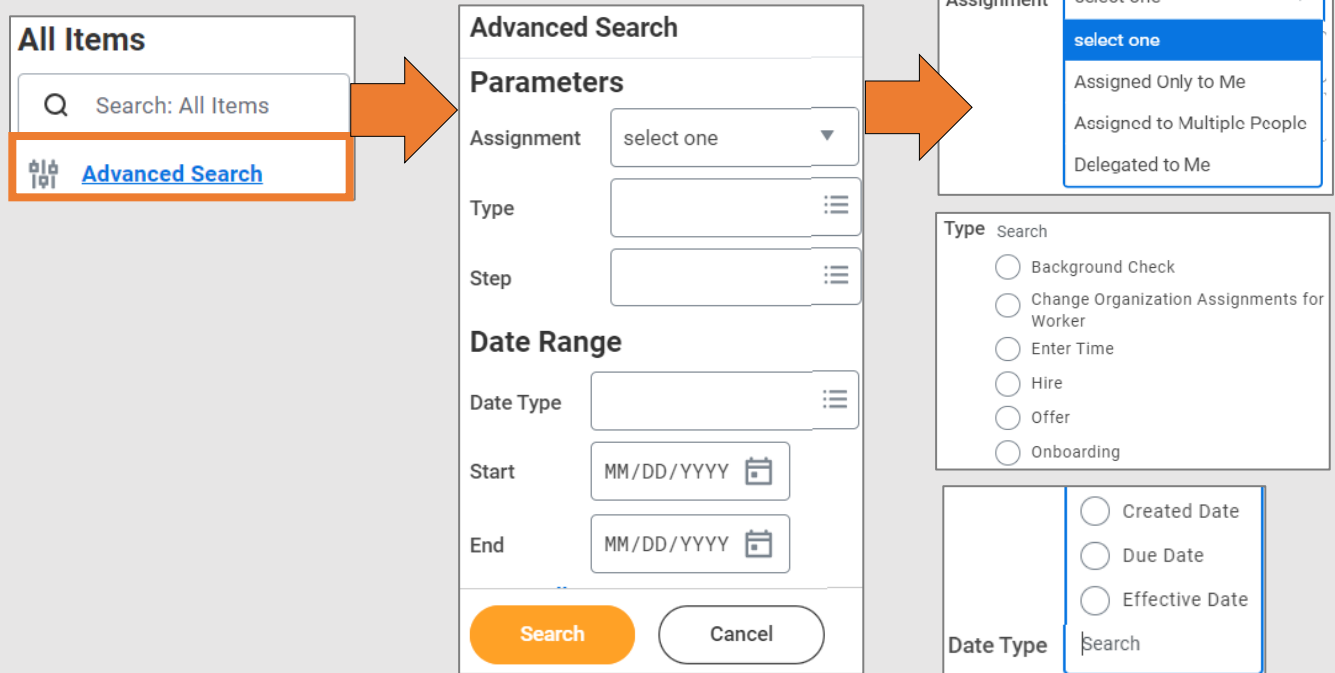
3. Search task titles in All Items, Archives, and Filters to find and act on tasks more efficiently.



4. You can sort and organize your tasks as you see fit. You can choose between two different views of your tasks using the new **Display Density** options. The Simple view enables you to browse quickly through task titles, while the Detailed view provides additional information on each task.



5. Used the **Advanced Search** option to search using additional Task and Date range parameters, making it even easier to find specific tasks. You can click in the Assignment, Type, and Date Type fields to further filter your search results.



6. Use **Saved Searches** to automatically organize all tasks with matching search criteria. Once you run and save a search, it's added to your Saved Searches list for easy access.

