

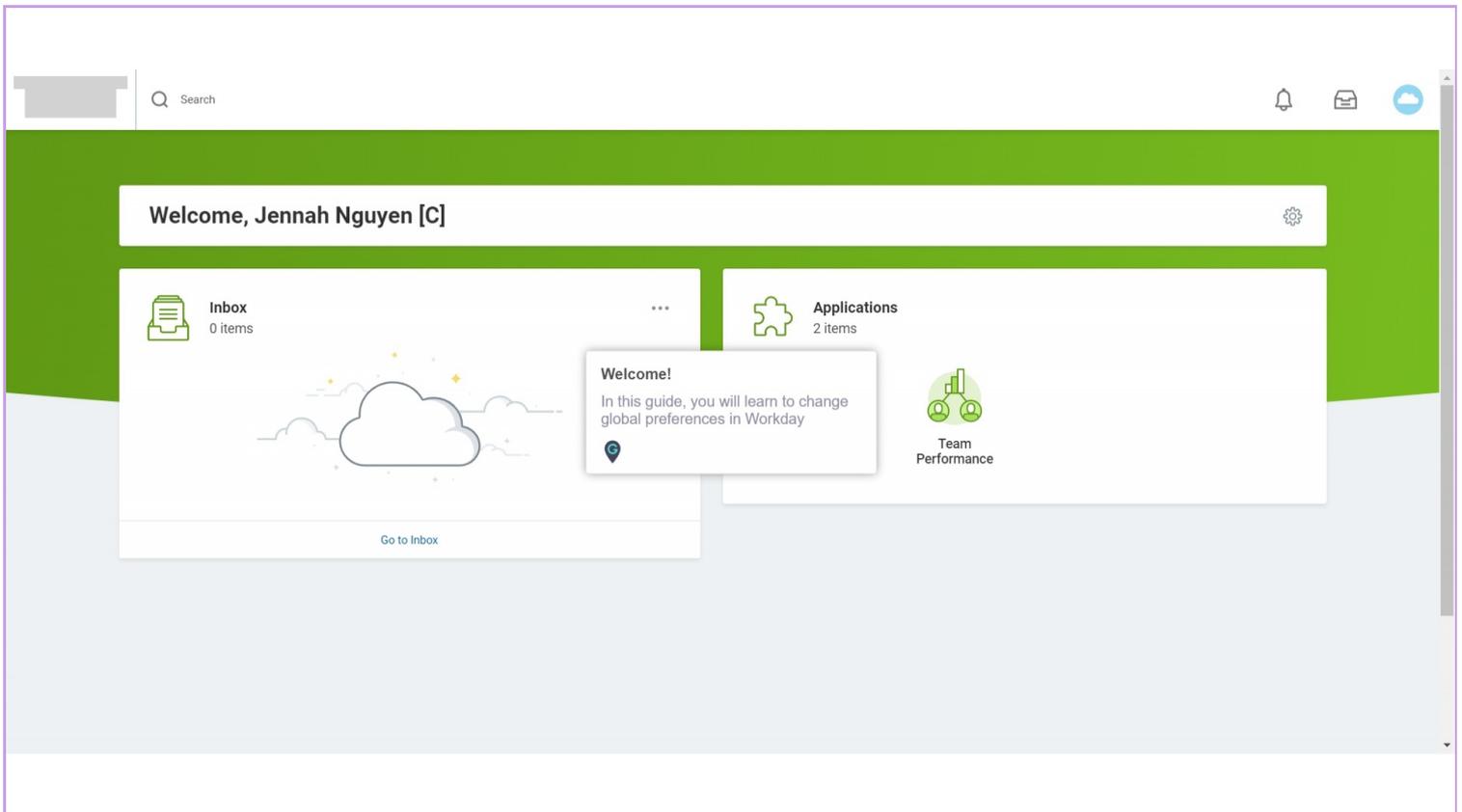


How to change global preferences in Workday

Step: 01

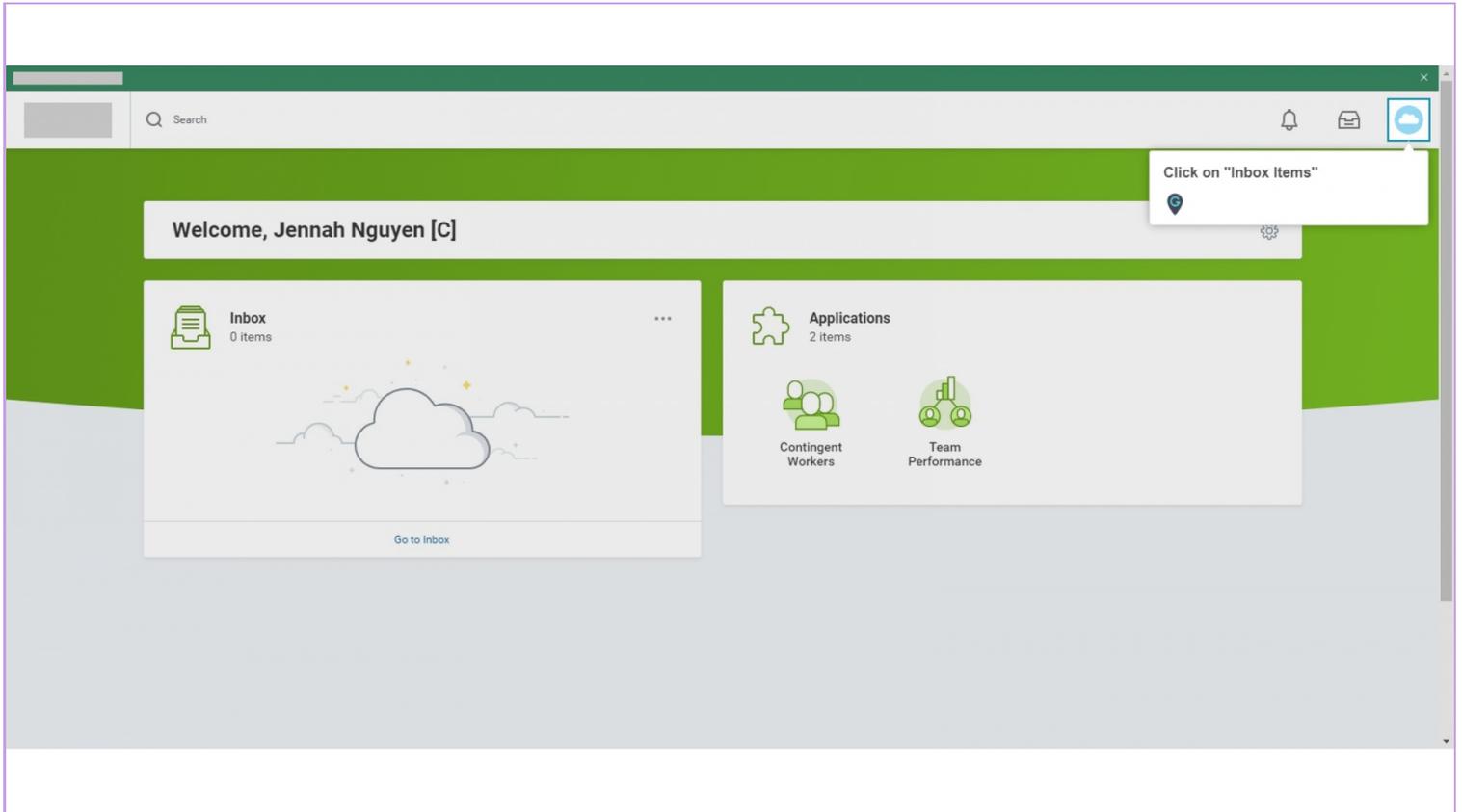
Welcome!

In this guide, you will learn to change global preferences in Workday



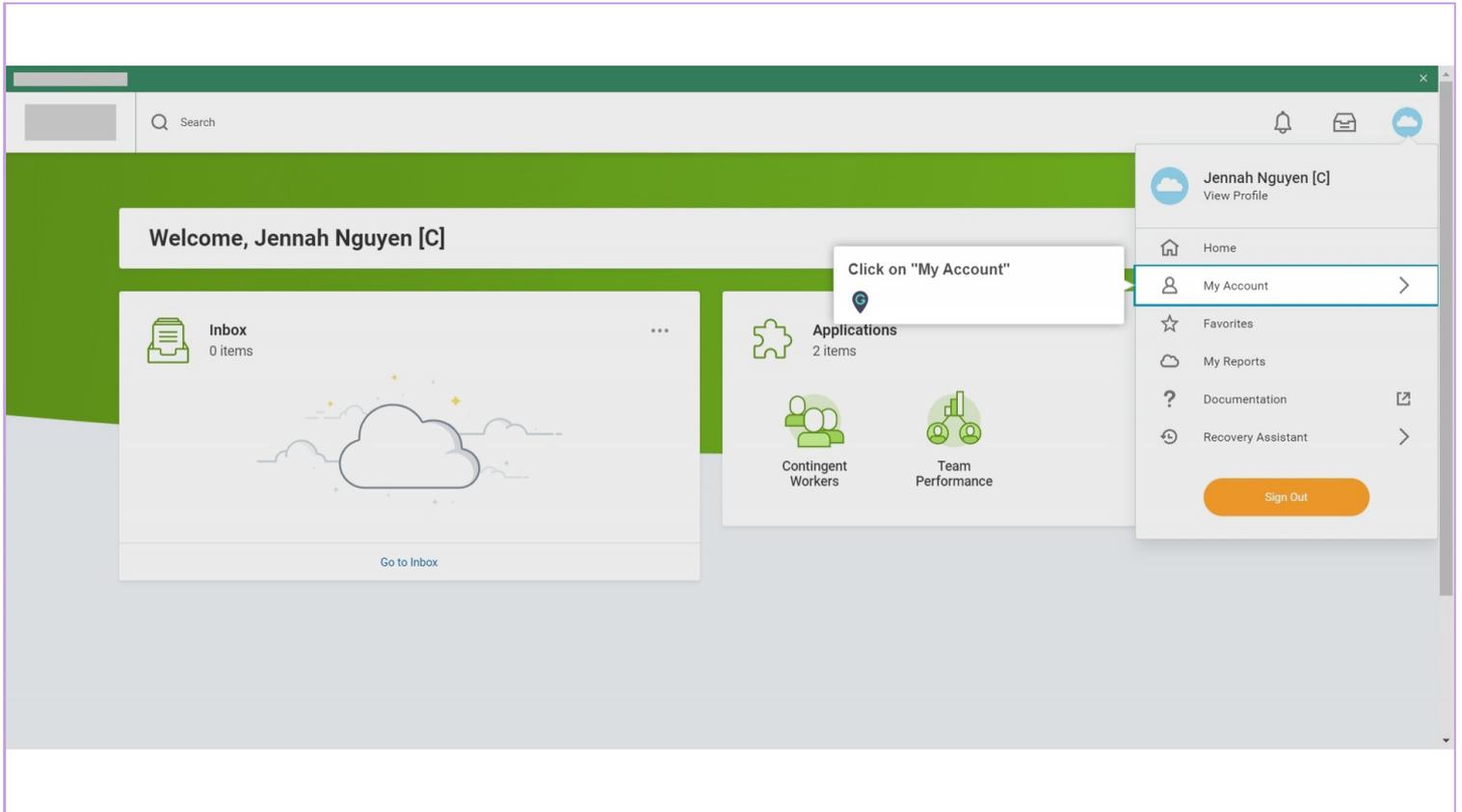
Step: 02

Click on "Inbox Items"



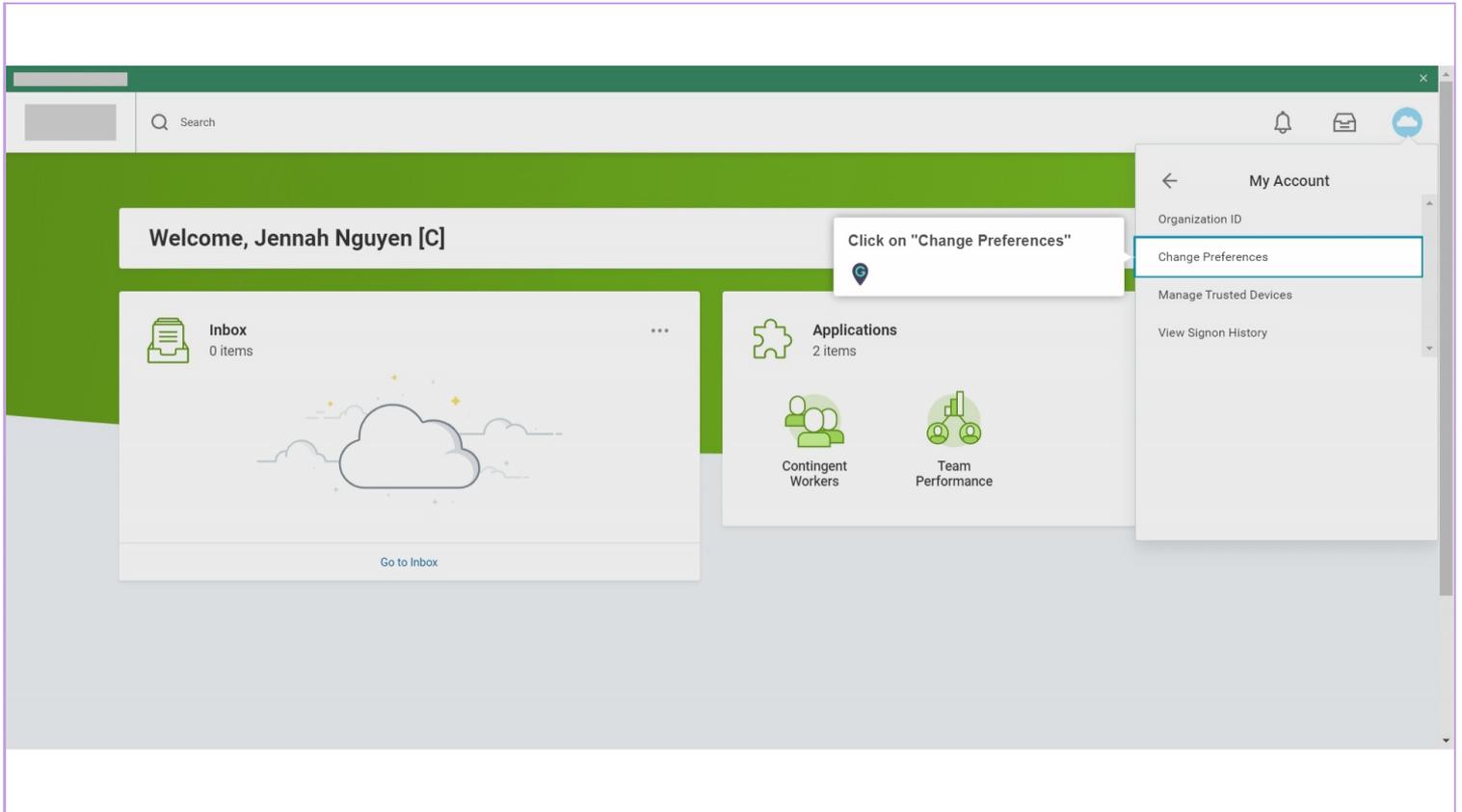
Step: 03

Click on "My Account"



Step: 04

Click on "Change Preferences"



Step: 05

Select "Preferred Locale"

The screenshot shows a web browser window with a search bar and navigation icons. The main content area is titled "Change Preferences" for user "jannah@edcast.com / Jennah Nguyen". Under the "Global Preferences" section, the following settings are visible:

- Default Locale: English (United States) - en_US
- Preferred Locale: select one (highlighted with a callout box "Select 'Preferred Locale'")
- Default Display Language: English
- Preferred Display Language: select one
- Default Timezone: GMT-05:00 Eastern Time (New York)
- Default Hour Clock (from Locale): 12 hour
- Preferred Hour Clock: select one
- Enable Preferred Currency Reference View:
- Default Currency: USD
- Preferred Currency: [input field]

At the bottom, there is a "Search Preferences" section with "OK" and "Cancel" buttons.

Step: 06

Select "Preferred Display Language"

The screenshot shows a web browser window with a green header bar. The page title is "Change Preferences" for the user "jannah@edcast.com / Jennah Nguyen". Below the header, the "Global Preferences" section is visible. The "Preferred Display Language" dropdown menu is highlighted with a blue border, and a callout box with a location pin icon points to it, containing the text "Select 'Preferred Display Language'". Other preferences shown include Default Locale (English (United States) - en_US), Default Display Language (English), Default Timezone (GMT-05:00 Eastern Time (New York)), Default Hour Clock (12 hour), Preferred Hour Clock (select one), Enable Preferred Currency Reference View (checked), Default Currency (USD), and Preferred Currency (select one). At the bottom, there are "OK" and "Cancel" buttons.

Preference	Value
Default Locale	English (United States) - en_US
Preferred Locale	select one
Default Display Language	English
Preferred Display Language	select one
Default Timezone	GMT-05:00 Eastern Time (New York)
Default Hour Clock (from Locale)	12 hour
Preferred Hour Clock	select one
Enable Preferred Currency Reference View	<input checked="" type="checkbox"/>
Default Currency	USD
Preferred Currency	select one

Step: 07

Select "Preferred Hour Clock"

The screenshot shows a web browser window with a green header bar. The page title is "Change Preferences" for the user "jannah@edcast.com / Jennah Nguyen". Below the header, there is a "Global Preferences" section with several settings:

- Default Locale: English (United States) - en_US
- Preferred Locale: select one
- Default Display Language: English
- Preferred Display Language: select one
- Default Timezone: GMT-05:00 Eastern Time (New York)
- Default Hour Clock (from Locale): 12 hour
- Preferred Hour Clock: select one
- Enable Preferred Currency Reference View:
- Default Currency: USD
- Preferred Currency: [empty field]

A tooltip box is positioned over the "Preferred Hour Clock" dropdown menu, containing the text "Select 'Preferred Hour Clock'" and a location pin icon. At the bottom of the page, there is a "Search Preferences" section with "OK" and "Cancel" buttons.

Step: 08

Enable or Disable Preferred Currency Reference View by selecting or deselecting this checkbox

Change Preferences

jannah@edcast.com / Jennah Nguyen

Global Preferences

Default Locale	English (United States) - en_US
Preferred Locale	select one
Default Display Language	English
Preferred Display Language	select one
Default Timezone	GMT-05:00 Eastern Time (New York)
Default Hour Clock (from Locale)	12 hour
Preferred Hour Clock	select one
Enable Preferred Currency Reference View	<input checked="" type="checkbox"/>
Default Currency	USD
Preferred Currency	

Enable or Disable Preferred Currency Reference View by selecting or deselecting this checkbox

Search Preferences

Preferred Search Category

Account Preferences

OK Cancel

Step: 09

Select "Preferred Currency" from here

The screenshot displays a 'Change Preferences' window for the user 'jannah@edcast.com / Jennah Nguyen'. The window is divided into three sections: Global Preferences, Search Preferences, and Account Preferences. In the Global Preferences section, the 'Preferred Currency' field is highlighted with a red box, and a callout box points to it with the text 'Select "Preferred Currency" from here'. The 'Preferred Currency' field currently shows 'USD'. Other settings include Default Locale (English (United States) - en_US), Preferred Locale (select one), Default Display Language (English), Preferred Display Language (select one), Default Timezone (GMT-05:00 Eastern Time (New York)), Default Hour Clock (12 hour), Preferred Hour Clock (select one), and Enable Preferred Currency Reference View (checked). The Search Preferences section has a Preferred Search Category field. The Account Preferences section at the bottom has 'OK' and 'Cancel' buttons.

Change Preferences
jannah@edcast.com / Jennah Nguyen

Global Preferences

Default Locale: English (United States) - en_US
Preferred Locale: select one
Default Display Language: English
Preferred Display Language: select one
Default Timezone: GMT-05:00 Eastern Time (New York)
Default Hour Clock (from Locale): 12 hour
Preferred Hour Clock: select one
Enable Preferred Currency Reference View:
Default Currency: USD
Preferred Currency: **Select "Preferred Currency" from here**

Search Preferences

Preferred Search Category:

Account Preferences

OK Cancel

Step: 10

Click on "OK"

The screenshot displays a settings page with three main sections: Global Preferences, Search Preferences, and Account Preferences. Each section contains various configuration options, many of which are dropdown menus or checkboxes. A callout box with a location pin icon points to an orange 'OK' button at the bottom left of the page.

Global Preferences

- Default Locale: English (United States) - en_US
- Preferred Locale: select one
- Default Display Language: English
- Preferred Display Language: select one
- Default Timezone: GMT-05:00 Eastern Time (New York)
- Default Hour Clock (from Locale): 12 hour
- Preferred Hour Clock: select one
- Enable Preferred Currency Reference View:
- Default Currency: USD
- Preferred Currency: [empty field]

Search Preferences

- Preferred Search Category: [empty field]

Account Preferences

- Mobile Carrier: [empty field]
- Preferred Home Page: [empty field]

Callout: Click on "OK"

Step: 11

Click on "Done"

The screenshot shows a web interface with several sections of preferences:

- Global Preferences**
 - Default Locale: English (United States) - en_US
 - Default Display Language: English
 - Default Timezone: GMT-05:00 Eastern Time (New York)
 - Default Hour Clock (from Locale): 12 hour
 - Enable Preferred Currency Reference View: Yes
 - Default Currency: USD
- Search Preferences**
 - Preferred Search Category: (empty)
- Account Preferences**
 - Preferred Home Page: (empty)
 - Simplified View:
 - Show responsive layout for prompts:
- Workflow Preferences**
 - Email Address for Business Processes: [Redacted]
 - Suppress Inbox Exceptions: No
 - Default Inbox Filter: [Redacted]
 - Display a message when a background report completes: Yes

An orange button labeled "Done" is highlighted with a white callout box containing the text "Click on 'Done'" and a location pin icon.

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