

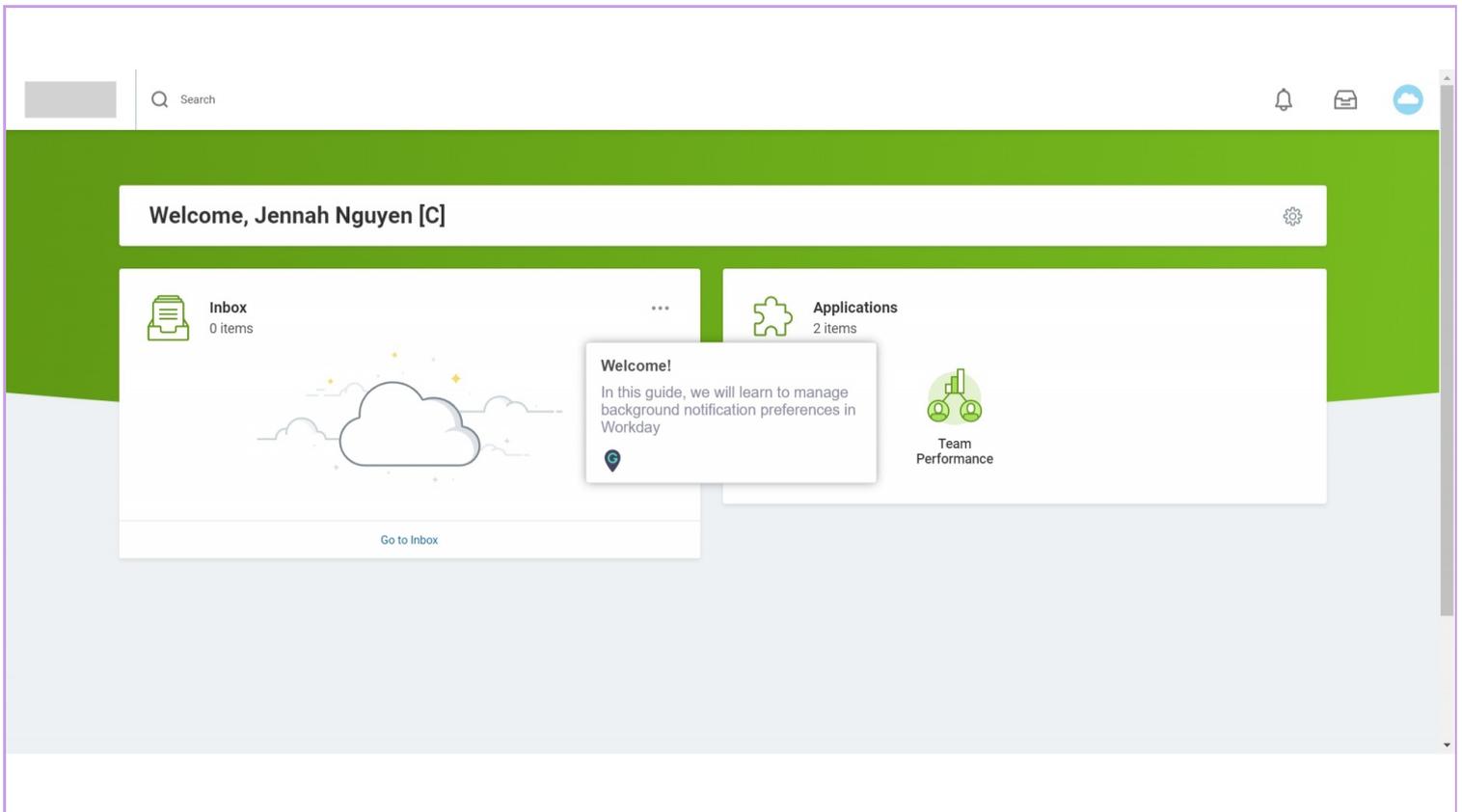


How to manage background notification preferences in Workday

Step: 01

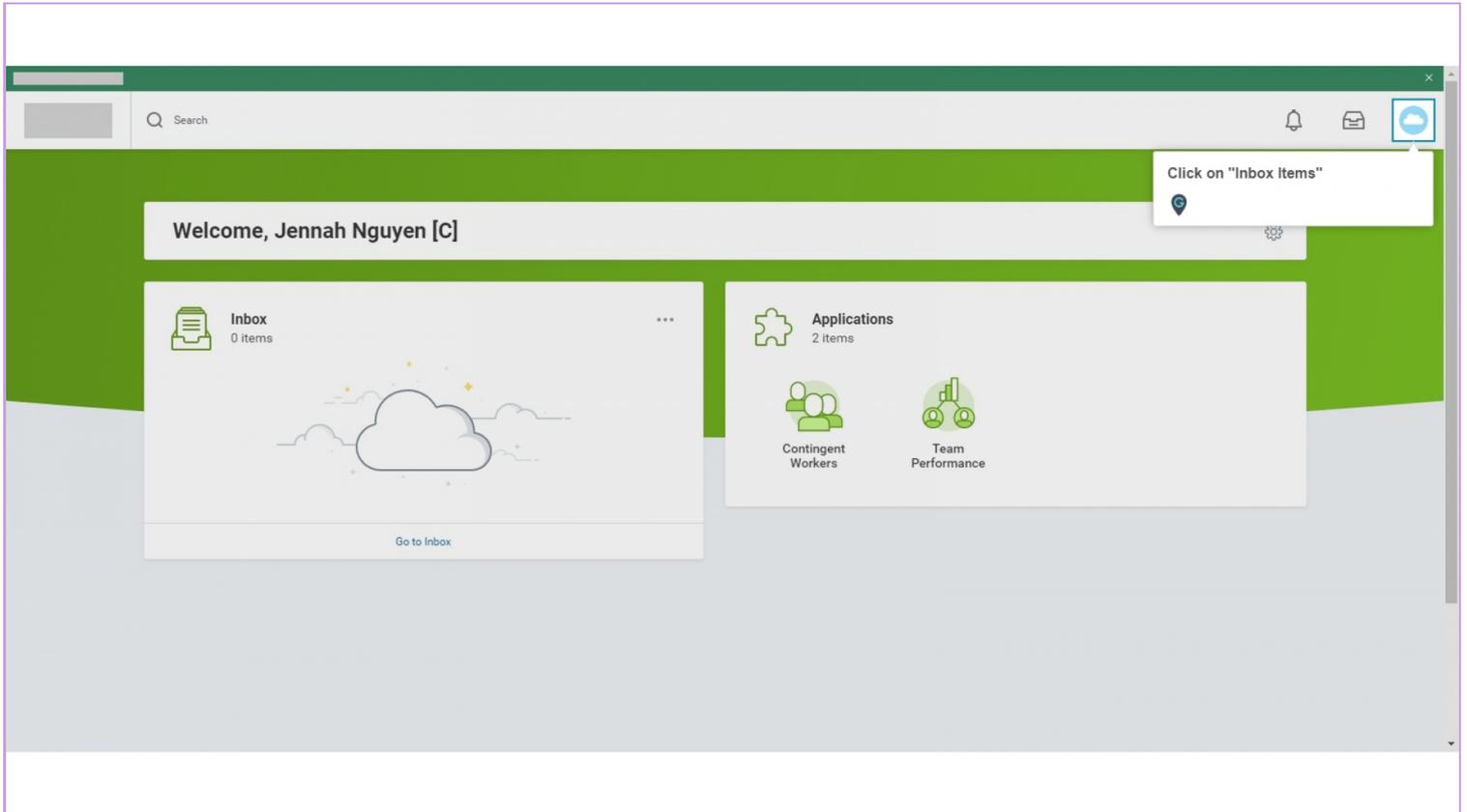
Welcome!

In this guide, we will learn to manage background notification preferences in Workday



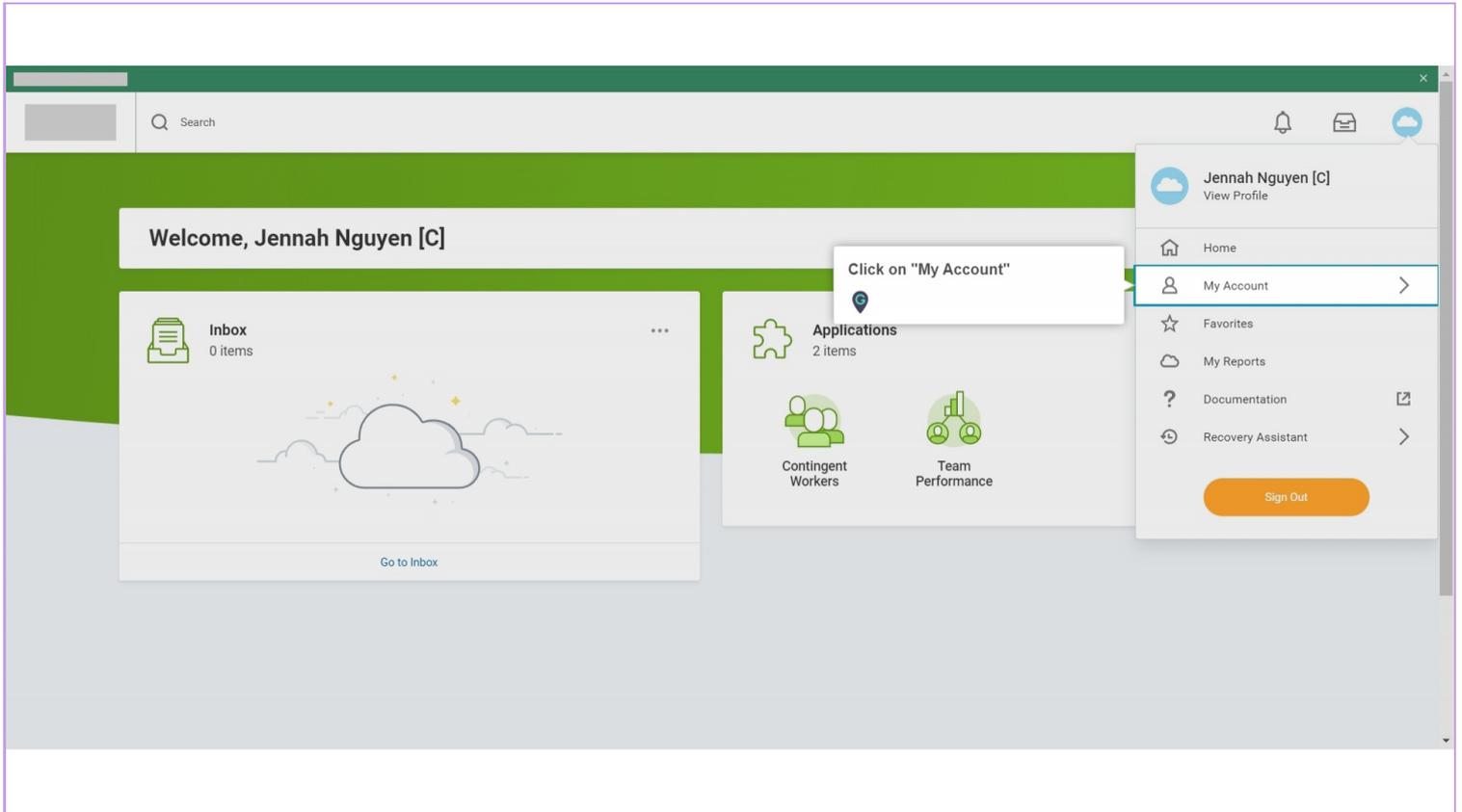
Step: 02

Click on "Inbox Items"



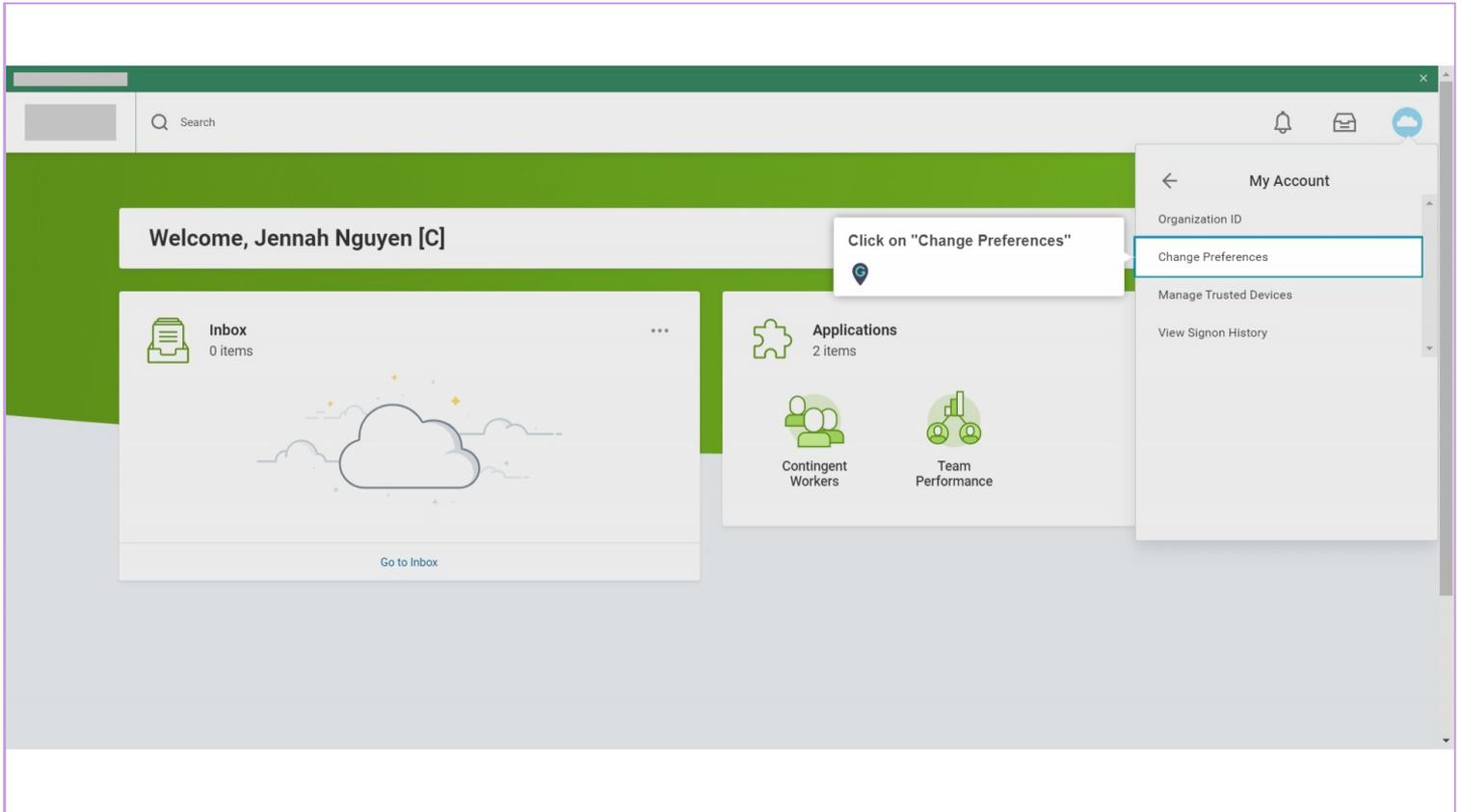
Step: 03

Click on "My Account"



Step: 04

Click on "Change Preferences"



Step: 05

Select this checkbox if you want to display a message when a background report that you scheduled completes

The screenshot displays the settings page for myGuide by edcast. It is divided into several sections:

- Workflow Preferences:** Includes fields for "Preferred Home Page", "Email Address for Business Processes" (jennah@edcast.com), "Suppress Inbox Exceptions", and "Default Inbox Filter".
- Background Notification Preferences:** Contains two checkboxes:
 - "Display a message when a background report completes" (checked)
 - "Display a message when a shared background report completes" (unchecked)
- Channel:** A section for configuring notification channels, currently showing "Email" selected. It includes options for "Parent Notification Type" (Alerts), "Notification Type" (Anniversaries), and "Frequency" (Immediately).

A callout box points to the checked checkbox in the Background Notification Preferences section, containing the text: "Select this checkbox if you want to display a message when a background report that you scheduled completes".

Step: 06

Select this checkbox if you want to display a message when a background report that has been scheduled by someone else, but shared with you, completes

Preferred Home Page

Simplified View

Show responsive layout for prompts

Workflow Preferences

Email Address for Business Processes jennah@edcast.com

Suppress Inbox Exceptions

Default Inbox Filter

Background Notification Preferences

Display a message when a background report completes

Display a message when a shared background report completes

Select this checkbox if you want to display a message when a background report that has been scheduled by someone else, but shared with you, completes

Viewing:

Click here to sort

Email

Mobile Push Notification

Channel

Parent Notification Type Alerts

Notification Type Anniversaries

Frequency * X Immediately

OK Cancel

Step: 07

Click on "OK" once done

The screenshot displays a settings page with several sections:

- Preferred Home Page:** A dropdown menu with a hamburger icon.
- Simplified View:** A checkbox that is currently unchecked.
- Show responsive layout for prompts:** A checkbox that is currently unchecked.
- Workflow Preferences:**
 - Email Address for Business Processes:** A text field containing "jennah@edcast.com".
 - Suppress Inbox Exceptions:** A checkbox that is currently unchecked.
 - Default Inbox Filter:** A dropdown menu with a hamburger icon.
- Background Notification Preferences:**
 - Display a message when a background report completes:** A checkbox that is currently unchecked.
 - Display a message when a shared background report completes:** A checkbox that is currently unchecked.

At the bottom of the page, there is a "Channel" section with a table. A modal dialog box is overlaid on the table, containing the text "Click on 'OK' once done" and two buttons: "OK" (highlighted in orange) and "Cancel".

Channel	Notification Type	Alerts
Click here to sort		
Email		
	Notification Type	Anniversaries
	Frequency	* x Immediately

Step: 08

Click on "Done"

The screenshot shows a user preferences page with the following sections:

- 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 (empty)
- Background Notification Preferences**
 - Display a message when a background report completes Yes
 - Display a message when a shared background report completes Yes

At the bottom left, there is a "Done" button highlighted with a red box. A callout box with a location pin icon points to the button and contains the text "Click on 'Done'".

At the bottom right, there is a "Viewing:" label with icons for a desktop and a mobile device.

Thank You!

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