

How to manage background notification preferences in Workday

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Welcome!

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

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

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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

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Click on "OK" once done

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Thank You!

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