

Email Notifications (Facilities)

Overview

How to set up and modify email notifications in Workday

Considerations

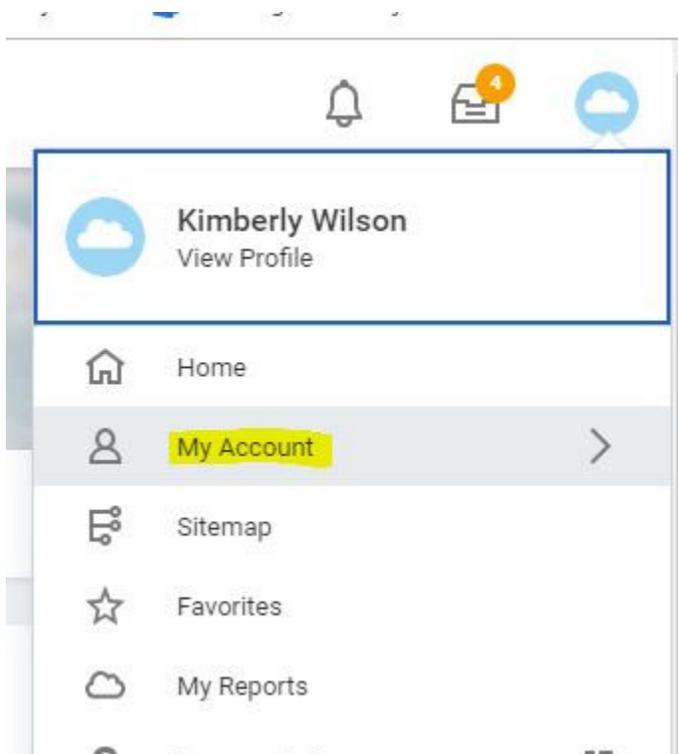
None

Initiation

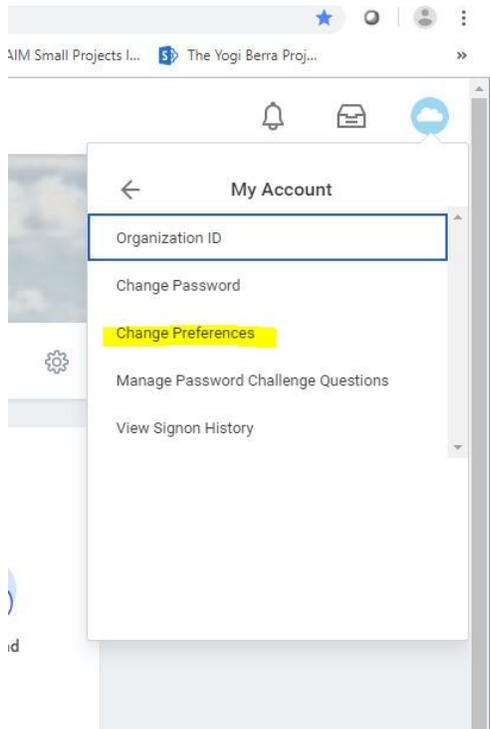
Security Roles: unknown

Modifying Email Notifications from Workday

1. Click on the Cloud Icon in the upper right corner of your screen.
2. Click on My Account.



3. Click on Change Preferences



4. Scroll down to Background Notification Preference. Select the Business Processes Tab.

Background Notification Preferences

Display a message when a background report completes

Display a message when a shared background report completes

| Click here to sort | Parent Notification Type |
|---------------------------|--------------------------------------|
| Alerts | |
| Business Processes | Notification Type Business Processes |
| Procurement | |
| System | |

6 items

| Notification Type | |
|---------------------------------------|--|
| Approvals | |
| Custom Business Process Notifications | |

- Three options are available for various Notification Types: Immediate Email, Daily Digest Email (Daily Email), or No Email.

Parent Notification Type

Notification Type Business Processes

6 items

| Notification Type | | |
|---------------------------------------|--|--|
| Approvals | | Send Notification Via Channels * Immediate Email |
| Custom Business Process Notifications | | Send Notification Via Channels * Daily Digest Email |
| Delegation Notifications | | Send Notification Via Channels * Daily Digest Email |
| Reassign Notifications | | Send Notification Via Channels * Daily Digest Email |
| Tasks | | Send Notification Via Channels * Daily Digest Email |
| To-Dos | | Send Notification Via Channels * Daily Digest Email |