Workday: My Tasks (All Employees)

With My Tasks, Workday has reimagined the Inbox to allow for a more streamlined experience for users who tend to have large amounts of action items within their inbox.

My Tasks

From your homepage:

1. Select **My Tasks.**

2. **All Items** displays all tasks in the My Tasks inbox.

3. **Saved Searches** displays any searches you wish to save.

4. **Filters** displays all filters and options to narrow the view of the tasks in your inbox to the specified parameters (ex: Favorites or Overdue).

5. **Archive** holds all previously completed tasks.

6. **Bulk Approval** allows employees to review all inbox approvals that are eligible for bulk approval.

7. **Manage Delegation** links employees directly to the existing My Delegation report where they can see delegation settings for themselves and if enabled, enter a new delegation request.

8. **Search** bar is enabled to allow searches for specific items by entering key words such as the business process type, the employee's name, or task name.

9. **Advanced Search** filters items for *Task Type*, *Task Step*, and *Date Range*.

10. **Display Options** allows changes concerning the preview description of the inbox item.

11. Select **Save** to add the current search to the saved searches.