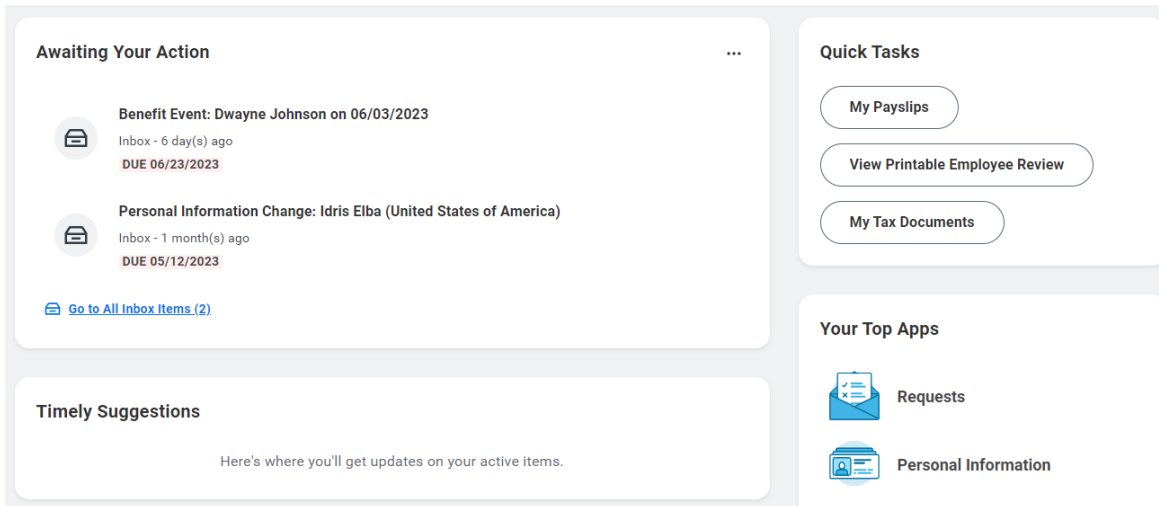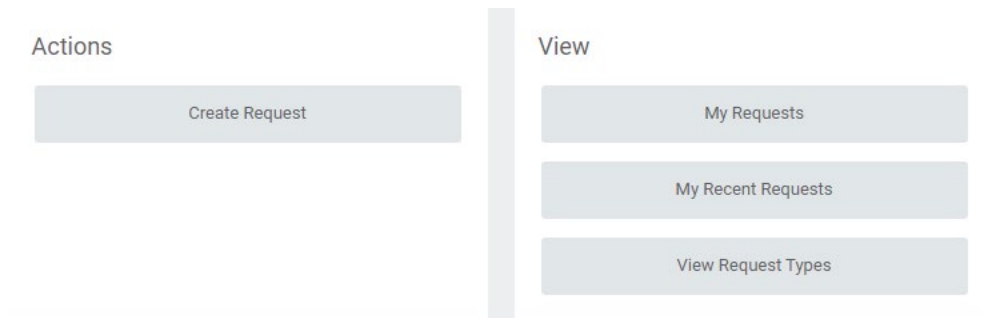**Navigating the home page:**

The home page has several items of note: you will see a preview of your inbox items, some quick tasks, and your most used apps.

When you click into an app, you may see a page layout similar to the one below. On the left will be any actions you can take, and on the right will be the information or reports that you can view.

Error and Alert Messages:

Error and alert messages display in the upper-right corner of the page. They typically identify a specific field or fields where information is missing, entered incorrectly, or in conflict with a rule established by your organization.

Errors prevent you from completing a task until the error is fixed.

Alerts notify you of potential problems on a page, but do not prevent the task from being completed. Alerts also display the location of the missing or problematic information within the task, report, or business process.

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Related Actions and the Profile Icon:

Related actions display next to an object when they can be used to access other relevant actions. For example, the Related Actions next to your name accesses tasks, reports, and data related to your worker record (like viewing or changing your benefits). In Workday, there are multiple ways to get to the same tasks, reports, or data. Most of the actions available through Related Actions are also available through worklets or the search bar.
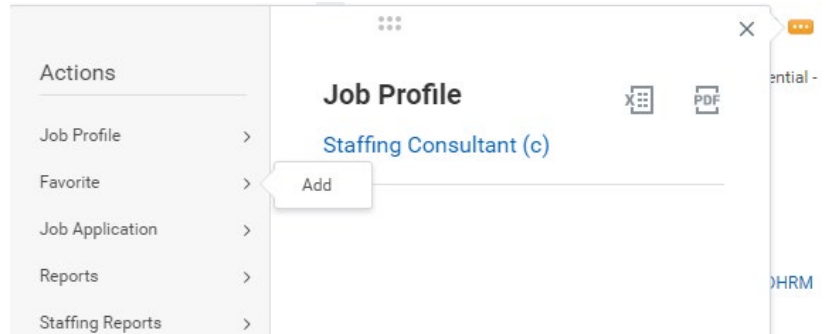
Navigate using Search:

Workday makes it easy to search for people, tasks, reports, and data using the Search bar.

For example, to find a worker, type their name into the Search bar and press enter. From the search results, click People to filter the results to only display workers in the organization. Search categories are used to filter your search for faster, more accurate results.

Keep in mind that searches find exact matches – if you misspell the search text, you will likely not see any results. You can shorten words to find more matches. Use longer search terms to improve the accuracy. For example, if you are searching for the Maintain Project Worker Roles task, the search string "main pro work" returns more relevant results than the search string "Maintain Project".