# Workday Concept: Homepage and Navigation

The first step in using Workday is the successful navigation and use of the homepage, notifications and inbox, and applications functions. While you will learn more about the homepage and navigation during training, below is a brief introduction to each of these elements.

THE WORKDAY HOMEPAGE

When you log in to Workday each day, you will be greeted by your homepage. Everyone's homepage will share the same layout, however, minor changes, such as your applications, will differ based on your assigned security roles. Your homepage will be the central location for accessing your profile, inbox, notifications, search bar, and applications. It is the starting point for everyday work, and where you'll navigate from to complete business processes.

Below is an example of the Workday home page:
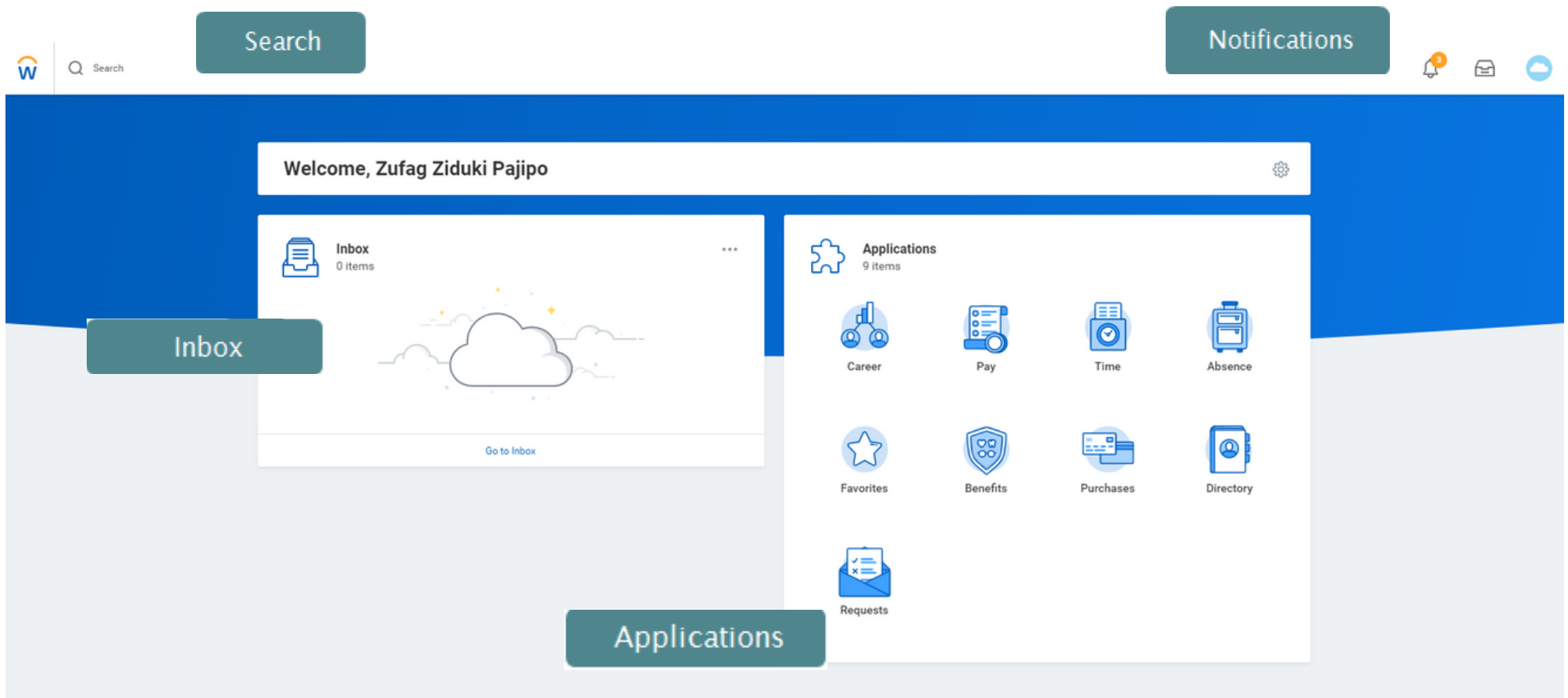
KEY NAVIGATION ITEMS

Workday's **Search** functionality is where you can find processes, access reports, or locate people in your organization through a simple search.

Your **Inbox** is where you'll receive items to complete.

Inbox
0 items

Your **Notifications** are where you'll get updates on the status of a business process with currently with somebody else, including initiating and approval.

A CLOSER LOOK AT APPLICATIONS

Your applications menu, located on the right-hand side of the homepage, will display icons generated by your security roles. You can configure your applications to access items and functions you use frequently more easily. Applications can be accessed in both the browser and on a mobile device.

Applications
9 items

Career	Pay	Time	Absence
Favorites	Benefits	Purchases	Directory
Requests			

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