

VNDLY Training

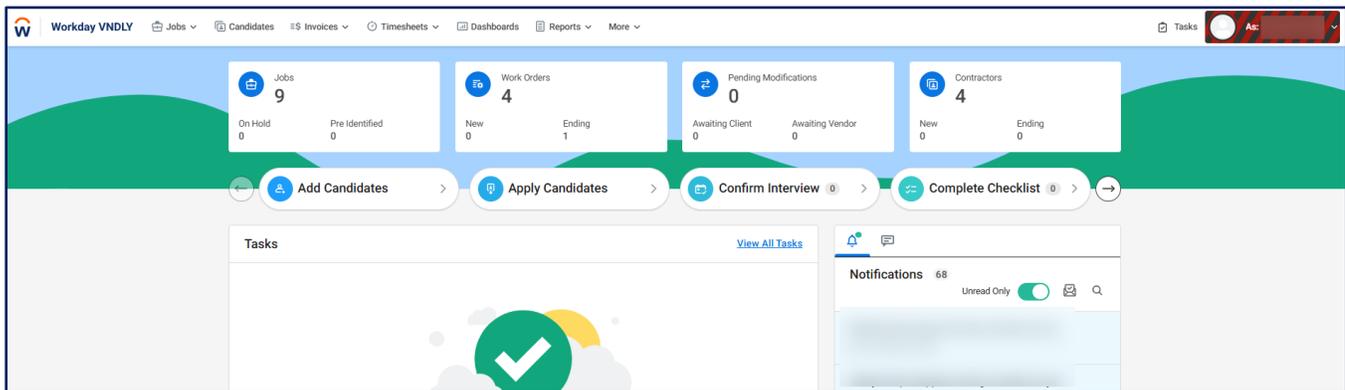
Basic Navigation

Role: Supplier

This quick reference guide will provide a review of the Home page in Workday VNDLY.

Included in this guide:

- Headers
- Cards
- Quick Actions
- Tasks
- Notifications



Headers

The header provides access to the various sections of Workday VNDLY and includes menus with additional navigation options. The **More** menu provides access to numerous options including the Company Profile page for configuration settings to customize Workday VNDLY for your environment.

1. The Tasks icon next to your profile name, provides easy access to a filtered list of tasks:
 - a. **My Tasks:** list of tasks specifically assigned to you.
 - b. **All Tasks:** list of tasks assigned to user roles that you belong to.
- a. By clicking on your profile in the upper right-hand corner, you can access: My Profile: Ability to edit profile and view company profile.
- b. Notification Preferences: Modify notification preferences in Workday VNDLY and email.
- c. Delegate Access
- d. Sign Out

Cards

1. Below the header, is a set of cards related to key areas of Workday VNDLY.
 - Jobs
 - Work Orders

- Pending Modifications
 - Contractors
2. Selecting the metric numbers quickly links you to the main page of the relevant area. If you select one of the more specific metrics within the card, the related page opens filtered to that category. Example: When you select **the On Hold** number in the Jobs card, the Jobs page opens with the filter called Current Status set to On Hold.
 3. You can filter the data as needed and save the filters on the related page. The filters don't affect the filtered data displayed in the scorecards on the Home page.

Quick Actions

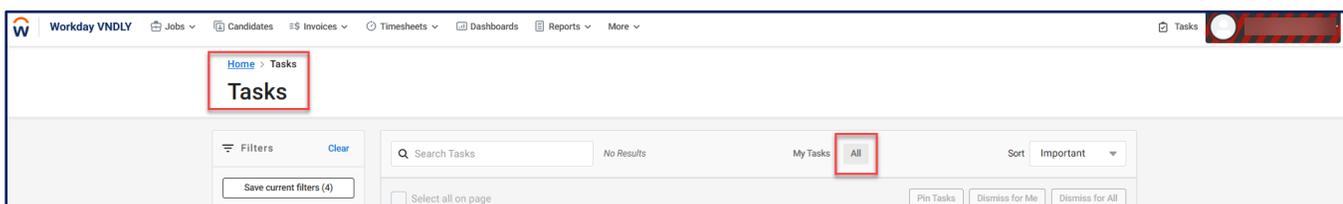


A group of quick action buttons display below the cards, enabling you to jump to common actions. The buttons vary based on the security permissions assigned to your role.

- Add Candidates
- Apply Candidates
- Confirm Interview
- Complete Checklist
- Review Timesheets

Tasks

1. The Tasks section on the Home page enables you to view important to-do items by category.
2. A maximum of 14 task categories can display, and you can select a task category to view those tasks in the Tasks list.
3. From the Tasks list, you can set up filters.
4. Click into Task and click All Tasks for a more detailed view.

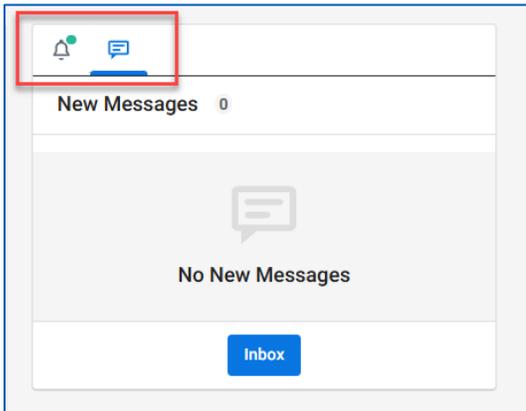


Notifications and New Messages

Adjacent to the **Tasks** widget, is a section containing two tabs:

- **Notifications:** Alerts generated because of different workflows and actions taken in Workday VNDLY display here, based on the settings for your company. Use the Notification Preferences option under your name in the global navigation bar to configure how to receive notifications (In app or email). Your Notification Preferences will override the notification settings of your tenant.
- **Messages:** In-app messages from vendors display here. You can see more messages by selecting

- Inbox.



Favorite Reports

1. Below the Notification and Messages section is a section for Favorite Reports. You can add and favorite reports for quick access.
2. Select the report name to access the report to run it or take other actions for the report.
3. You can manage the list of favorite reports from the **Reports** page, under **Reports** tab, by selecting the heart icon on the desired report.