



# Wanda WorkSmart's Weekly Workday Tips & Tricks

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To help you become more familiar with Workday, Wanda's *Tips & Tricks* this week highlights **Notifications**. Read more about viewing and managing your Workday notifications.

## In this edition:

- Viewing Notifications
- Marking Notifications as "Read"
- Toggling Notification Preferences
- Email Notifications

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### Viewing Notifications

When you receive a notification, a circle with a number on the bell icon will pop up in the upper right-hand corner of Workday. You will be able to view your notifications by clicking on the bell icon. An unread notification is shown by a solid blue circle to the right of the notification text.

### Marking Notifications as "Read"

To mark a notification as "Read," click on the solid blue circle to the right of the notification text. The solid blue circle will turn to a blue circle outline, indicating that the notification was opened.

### Toggling Notification Preferences

Notifications cannot be deleted, but you can apply a setting so that only unread notifications are shown. Above the list of notifications is a drop-down menu displaying "Viewing: All." To change preferences to only see read or unread notifications, select "Unread" or "Read" under this dropdown. To sort notifications, select the drop-down menu displaying "Sort By:" and select your preferred setting.

### Email Notifications

Employees can change account preferences to have notifications sent to their work email address. [Change Account Preferences](#) Smart Guide.

For Workday assistance, refer to the [Workday Support Chart](#).

For more information, visit [WorkSmart.iowa.gov](http://WorkSmart.iowa.gov) or email [WorkSmartSupport@iowa.gov](mailto:WorkSmartSupport@iowa.gov).