

When to Use This Functionality

Workday enables you can identify the status of a process you have submitted to determine where it is in the business process, and who needs to action it next.

Check the Status of a Process

To return to the *Workday Homepage*, click on the **Workday** icon at the top left of the screen.

Click on the *In-Box Application*:

1. Click on the transaction in the **Archive** tab of your Inbox. The Archive tab shows all items initiated by you. Once you select an item you will see the transaction page on the right hand side of the screen which displays details about the item
2. Review the **Overall Status** field at the top-left side of the transaction page. The overall status of a business process displays as:
 - **Successfully completed** – when required steps in the process have been completed
 - **In Progress** – when there are some tasks awaiting action by someone in the business process routing
3. Click on the **Process** tab for the transaction to view more details about the approval path for the transaction
4. Review the status, which steps have been completed/not completed and for whom the business process is awaiting action

Quick Tips

Other ways to *access your In-box*:

- On the Workday home page, Click on the In-Box icon in the top right in between the notifications icon and your account icon.