QRG

ACTIVITY STREAM

>>> WHAT IS ACTIVITY STREAM

Activity Stream = a list of activities that occur across certain objects in Workday

The activities include:

- · Comments that have been entered into the activity stream
- · Related business process events
- · Related business process comments

The activity stream is available after the object is created. It displays the activities in reverse-chronological order (with the most recent at the top). The stream is the same on all tabs/sub-tabs within the same object.

OBJECTS AVAILABLE :

- Customer
- Gift
- Miscellaneous Payment Requests
- Project
- Purchase Orders, Purchase Order Acknowledgements, Purchase Order Change Orders
- Requisitions
- Supplier
- Supplier Contract
- Supplier Invoices, Supplier Invoice Adjustments, Supplier Invoice Requests

>>> OF NOTE

- Comments should NOT be used instead of an AskFinance ticket.
- Comments added as part of the Activity Stream do NOT replace or supersede any business process approvals or comments added by an approver.
- Activity Streams are NOT available across all Workday Financials. We will continue to monitor future releases from Workday and enable them on other objects as the functionality becomes available.

>>> FEATURES

Tag a Person in a Comment

Activity (4)

Type "@" to tag someone

Barbara Kay Johnson

Danielle L. Hancock

Batch.JobRunner

ISU_INT_Jaggaer_User

Danielle L. Hancock - Yes - I attached the d

Supplier Invoice Event: Step Completed

Barbara Kay Johnson - Do you have the documentation for this Supplier Invoice

Batch/Job: Run Supplier Accounts Match Process: Step Completed

You can tag one or more people in activity stream comments by typing @ in the comment text box and selecting users from the prompt. Who you can tag in comments depends on the Workday-delivered security requirements for the selected object. People that you don't tag can still view comments in the activity stream if they have view access.

TAG A COLLEAGUE

Notifications for Activity Comments

When you tag a person in a comment, they receive a notification:

- On their Notifications page
- Through the notification channel that is configured for the Activity Comments notification type on the Edit Tenant Setup -Notifications task
- Notifications include:
- The comment
- Name of the person who posted the comment
- · Link to the object where the comment occurred

If you tag a person who doesn't have security access to the object, Workday sends the notification without a link to the object.

Notifications				
Viewing: All v Sort By: Newest From Last 30 Days	v v	Comment Notification	NOTIFICATION IN WD	
Comment Notification 1 minute(s) ago	•	Danielle L. Hancock mentioned you in a comment on Supplier Invoice 'Supplier Invoice: SI-0000186620		
Comment Notification 16 hour(s) ago	0	"Barbara Kay Johnson - Do you have the documentation for this Supplier Invoice?"		
Comment Notification 16 hour(s) ago		View Supplier Invoice EA	SY ACCESS TO COMMENT	