

# 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

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.

### ➤ 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.

