WORKDAY MOBILE

OVERVIEW

This job aid reviews features and actions that can be performed on the Workday mobile app.



Installing and Logging in to Workday

From your iPhone:

- Tap the App Store icon.
- Tap Search and enter "Workday."
- 3. Select Workday from the search results.
- 4. Install the free version of the Workday app.
- 5. Open the Workday app on your device.
- 6. The first time you use the Workday iPhone app, you will need to enter your company's settings.
- 7. Tap the **Gear** icon to make changes. The Settings window displays.
- 8. Enter the Tenant name: levistraussandco
- 9. Enter this web address: https://wd5.myworkday.com.
- 10. Tap **Save**. The Login window displays.
- 11. Enter your LS&Co. network ID and password.
- 12. Tap Sign in to log into Workday.

Note: Access to the mobile application is only available when connected through a Wi-Fi connection (thru July 2014).





Using Your Inbox

The Inbox is your personal activity stream. Your Inbox includes notifications of tasks, approvals, due dates, etc. that are sent to you as a result of certain business processes.

From the inbox worklet:

- 1. Tap the **Actions** or **Notifications** tab to access the corresponding information.
- 2. Tap an entry to view more details.

Note: You have the ability to approve certain Workday transactions from your inbox. If you are unable to approve a particular transaction, you do not have access to make that approval via the mobile app.

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Searching in Workday for Mobile Phones

From the Workday Home page:

- 1. Enter the name of the employee you want to find in the Search field. Search results display.
- 2. Tap the search result that matches your search.
- 3. The arrow displays high-level information about this person.
- 4. Scroll down to the More heading for information about a person's Experience, Job, Personal Notes, and Anytime Feedback.
- 5. Tap the **Related Actions** icon for a list of other actions you can perform from this screen.



Updating Your Profile Photo

From the My Profile worklet:

- 1. Tap the **Picture** box.
- 2. Select **Choose from Library** to use an existing picture already on your iPhone or Camera to take a new picture with your iPhone.
- 3. Tap the photo you want to use from your photo library.
- 4. Move and scale the photo as needed.
- 5. Tap **Choose** when you are satisfied. A Submission page displays.



Signing Out

- 1. Tap the Menu icon.
- 2. Tap **Sign Out** to end your Workday session.



