



Workday Guidance.

Workday Guidance is a Workday-based digital adoption tool that makes it easier for your employees to get things done. By giving you the tools to create rich, personalized, and contextual recommendations for your employees, Workday Guidance helps you streamline tasks and reduce friction for a better user experience.

Project Name	Task	Status	Segment	Modified By	Last Modified
Create Job Requisition Tips	Create Job Requisition	Unpublished	All Managers	Janet Joyce	June 3, 2024
Get Feedback for All Managers?	Get Feedback on Self	Published	All Managers	Betty Liu	June 3, 2024
Quick Tips for All Employees	Create Expense Report	Published	All Employees	John Chen	May 31, 2024
Time Off Quick Tips	Request Time Off	Unpublished	Employees in France	Leo Murray	May 24, 2024
Custom Report Guidance	Create Custom Report	Published	All Employees	Alesha Jones	May 13, 2024
Refer a Candidate Help v1	Refer a Candidate	Published	HR Admins	Janet Joyce	May 13, 2024

Manage guidance projects in the Workday Guidance workspace.

Empower your users.

When faced with complex tasks and terminology, employees may lose time trying to understand them, leading to friction and frustration. Workday Guidance gives admins the ability to customize and deliver contextual assistance and tailor guidance according to user needs. This helps to reduce confusion and enhance the user experience by ensuring intuitive support when it's needed most.

Key Benefits

- Provide rich, personalized and contextual guidance for users
- Highlight features and fields to improve complex user journeys
- Gain insights to optimize your content and drive adoption

Key Features

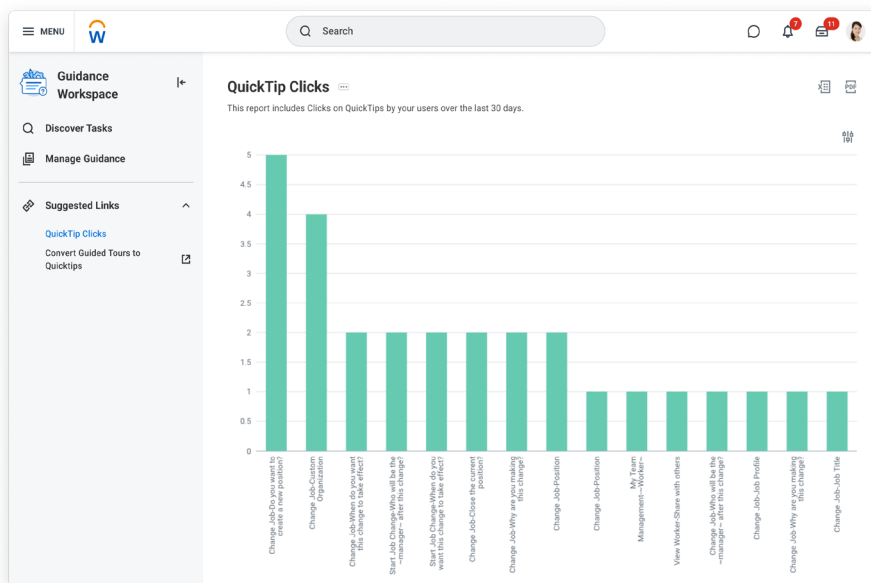
- No-code guidance-authoring experience
- Configurable QuickTips for field-level help
- Machine-learning-powered smart suggestions within QuickTips
- Insights into Workday end-user data for better decision-making

Results

- Improve the user experience for complex business processes
- Increase task accuracy and completion rates
- Increase efficiency and productivity
- Increase feature awareness and adoption

Unlock actionable insights.

A deeper understanding of your users' behavior, through personalization and leveraging analytics to pinpoint challenge areas or where guidance can be more effective, can help you identify opportunities to optimize your guidance across business processes including Change Job and Recruiting, and further drive adoption and productivity. Workday Guidance gives admins access to accurate insights into employee data, enabling machine-learning-driven suggestions and personalized segmentation capabilities.



QuickTip clicks dashboard.

Seamlessly integrated with Workday.

Workday Guidance is optimized to use with Workday, offering a smoother, easier, code-free guidance-authoring experience right out of the box. Plus, it's scalable without the need for reconfiguration after new releases.

Follow the [admin guide](#) to set up Workday Guidance today.



+1-925-951-9000 +1-877-WORKDAY (+1-877-967-5329) Fax: +1-925-951-9001 workday.com

© 2024 Workday, Inc. All rights reserved. WORKDAY and the Workday logos are trademarks of Workday, Inc. registered in the United States and elsewhere. All other brand and product names are trademarks of their respective holders. 20240718-workday-guidance-datasheet-enu