

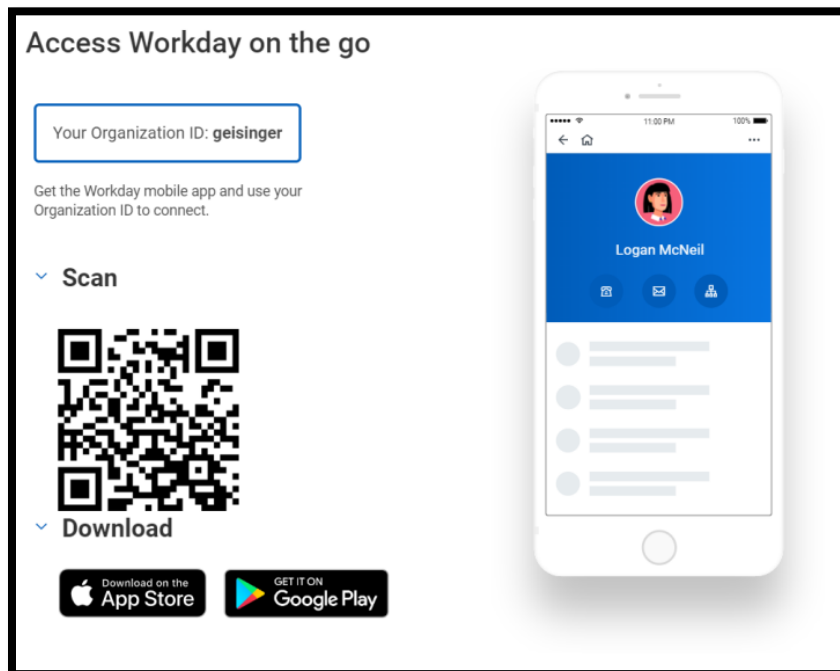
Getting Started: Installing Workday Mobile

DOWNLOADING WORKDAY

This job aid demonstrates how to download and access the Workday Mobile application from your mobile device.

Within Workday, you can use the QR code to initiate the download for the mobile app. Click your Profile image > My account > Organization ID. Use your camera, or an app, to scan the QR Code.

You can also use your phone's app store to download the app. Follow the additional steps in this job aid to complete installing the app.



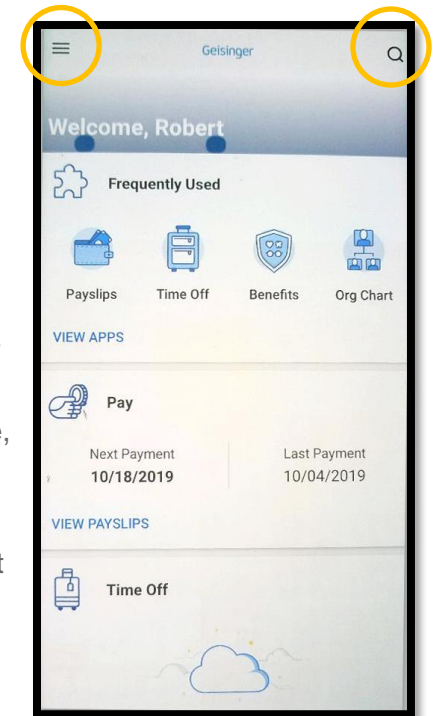
ANDROID

To download Workday Mobile on your Android device:

1. From your device, navigate to the Google Play Store.
2. Enter *Workday* in the search field and select **Workday** from the results.
3. Tap **Install**, then **Open** to launch the Workday Mobile app.
4. Tap the **Log In** button.
5. Use the **web-based Workday tenant** to access your Profile.
6. Use the **Organization ID** or the **QR code** to complete sign in.
7. Use your **Geisinger Universal ID** and **Password** to login.
8. You'll need to complete the **Ping Authorization** to finalize the installation process.

ANDROID HOME PAGE

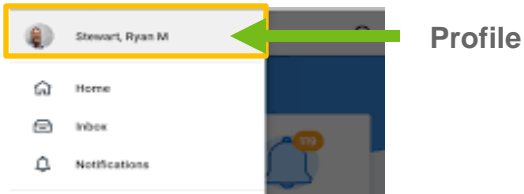
1. The mobile Workday home page displays the frequently used applications, pay slips, and future time off.
2. Additional options are in the top corners of the home page.
3. The magnifying glass gives the ability to search for people, tasks and reports.
4. The line icon is a drop down menu for security and account options.




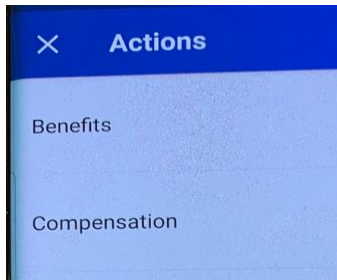
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5. **Note:** A lot of important features are viewable under your Profile.

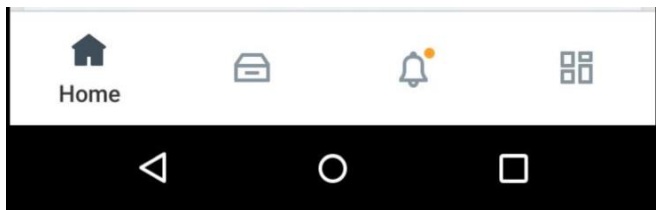
Use the line icon () to access your Profile.



6. When accessing your Profile, you can review additional Actions under the ellipsis icon . The ellipsis takes you to the Action page.



7. The icons at the bottom of the app are:



- a. Home
- b. Inbox
- c. Notifications
- d. Apps

IPAD AND IPHONE

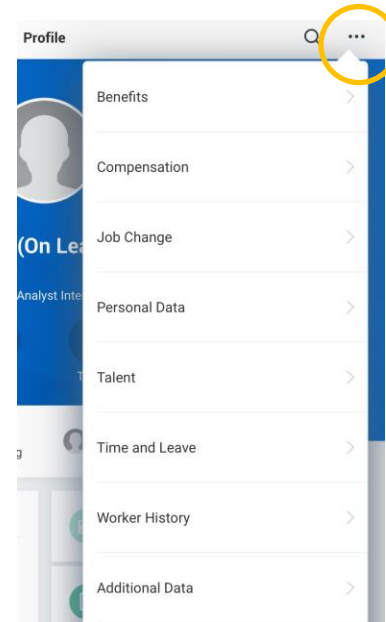
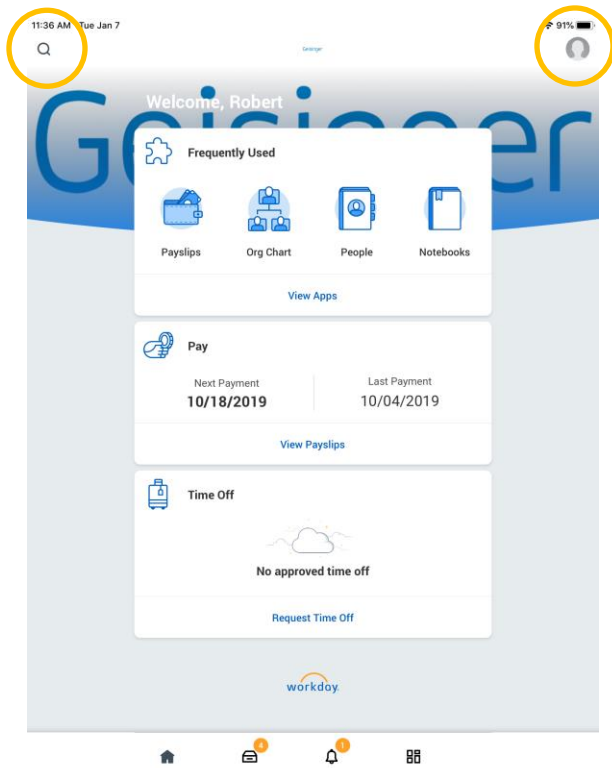
To download Workday Mobile on your iPad or iPhone:

1. From your device, navigate to the App Store.
2. Enter *Workday* in the search field and select **Workday** from the results.
3. Tap **Get**, then **Install**.
4. Tap **Open** once the app has downloaded.
5. Tap the **Log In** button.
6. Use the **web based Workday tenant** to access your Profile.
7. Use the **Organization ID** or the **QR code** to complete sign in.
8. Use your **Geisinger universal ID** and **Password** to login.
9. You'll need to complete the **Ping Authorization** to finalize the installation process.

IPAD AND IPHONE HOME PAGE

1. The mobile Workday home page displays the frequently used applications, pay slips, and future time off.
2. Additional options are in the top corners of the home page.
3. The magnifying glass gives the ability to search for people, tasks and reports.
4. The person icon is a drop-down menu for security and account options.

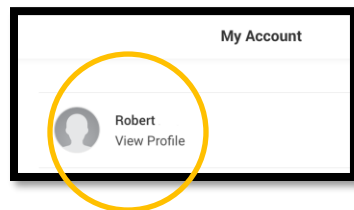
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7. Under the ellipsis are additional Action items that can be viewed.

5. **Note:** A lot of important features are viewable under your Profile.

Use the person icon () to access your Profile.



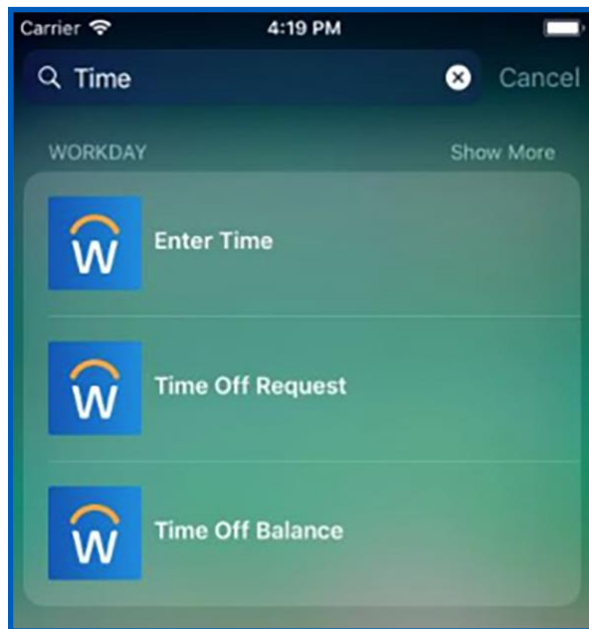
6. Click **View Profile**.

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SPOTLIGHT SEARCH (IOS ONLY)

You can search for commonly used tasks in Workday Mobile and they will display in your top hits. You must be logged in to Workday for the feature to work.

1. From your home screen on your iOS device, swipe right to open Spotlight Search. (Depending on your iOS version, you may need to swipe down.)
2. Search for a keyword like *Benefits*. Suggested Workday tasks will display.
3. Select a task to navigate to the action in Workday.

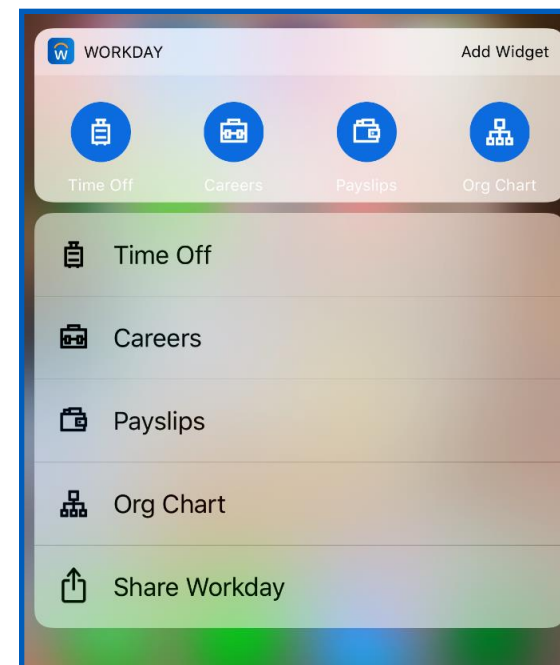


3D TOUCH (IPHONE 6S, 6S PLUS, OR NEWER)

For users with iPhone 6s, 6s Plus, or newer devices, Workday displays quick actions from the phone's home screen. You can access these actions with a single tap.

1. From the home screen on your phone, press the **Workday app** icon firmly to quickly access the first four apps.
2. Select the app you would like to use.

If you reorder your apps on the Workday Home page, your quick actions will update to reflect the new top four. Over time, based on usage, your quick actions will display your top four most commonly used tasks.



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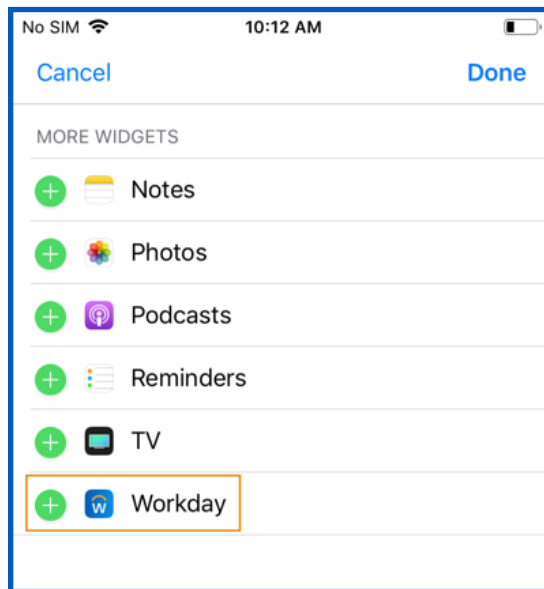
TODAY VIEW (IOS ONLY)

IPHONE

The Today View displays in your notification center. It contains widgets to help you navigate your day. The Workday widget provides access to the first four apps from your quick actions.

From the top of your phone's home screen:

1. Swipe down to display the menu bar. (Depending on your iOS version, you may need to swipe right.)
2. Scroll down and tap **Edit**.
3. Tap the **plus** icon next to the Workday app icon to add it to your Today View.



4. Tap **Done**.

If you reorder your apps on the Home page within the Workday app, the Today View updates to reflect the new top four apps.

Over time, the Today View learns your usage preferences and will display your top four most commonly used tasks.

