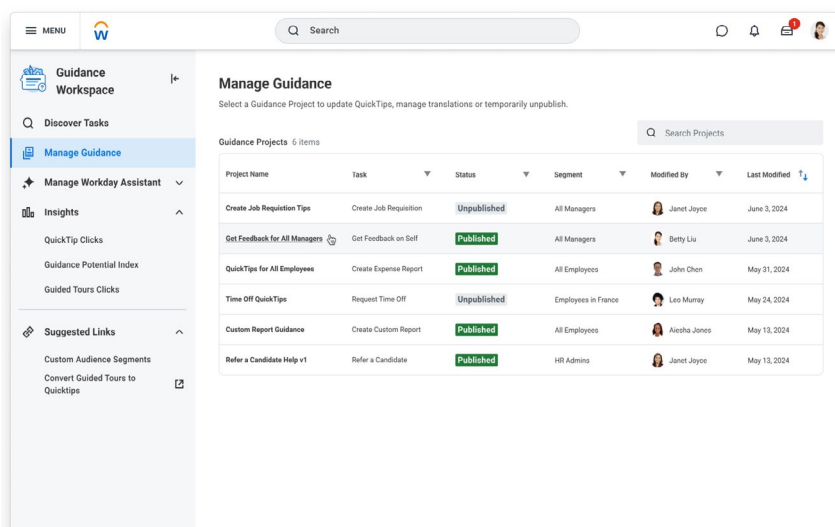


# Workday Guidance.

Navigating complex business processes while staying productive can be challenging. When users encounter roadblocks, they need the right support to complete tasks efficiently and with confidence.

That's where Workday Guidance comes in—providing the right help at the right time to empower users and enhance their experience.

Built directly into Workday, this digital adoption tool allows you to deliver in-context support, helping your users complete tasks with ease. By reducing friction and improving efficiency, it boosts productivity and creates a more seamless workflow.



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Create Job Requisition Tips	Create Job Requisition	Unpublished	All Managers	Janet Joyce	June 3, 2024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
QuickTips for All Employees	Create Expense Report	Published	All Employees	John Chen	May 31, 2024
Time Off QuickTip	Request Time Off	Unpublished	Employees in France	Leo Murray	May 24, 2024
Custom Report Guidance	Create Custom Report	Published	All Employees	Alexia 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 Guidance Workspace.

## Empower your users.

When employees are faced with complex tasks and terminology, they may lose time trying to understand them, leading to friction and frustration. Workday Guidance empowers admins to customize and deliver in-context support, tailoring guidance to meet users' needs. This reduces confusion and enhances the user experience by providing 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 actionable insights on how employees use Workday to optimize your content and drive adoption

### Key Features

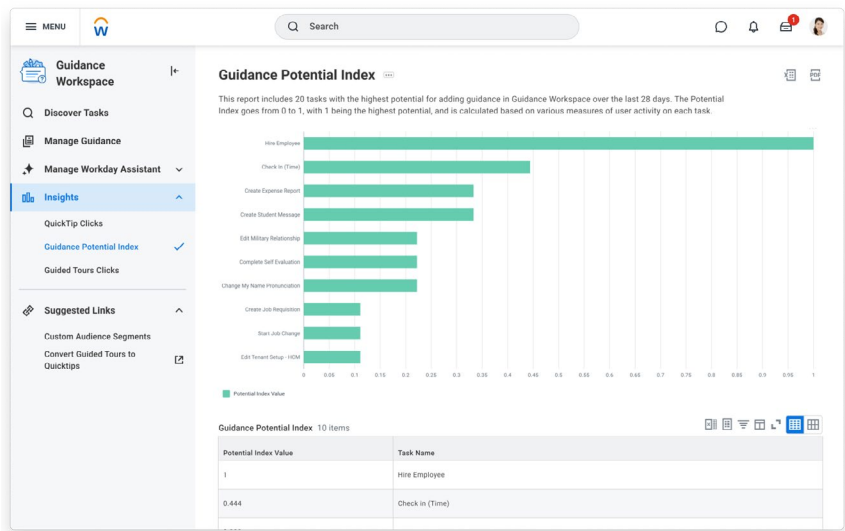
- **No-code guidance-authoring:** Create guidance content without any coding required
- **QuickTips:** Provide field-level help with configurable QuickTips
- **Smart Suggestions:** Use machine learning to offer intelligent suggestions within QuickTips
- **User Insights:** Access data on how employees interact with Workday to make informed decisions.

### Results

- **Improved user experience:** make complex business processes easier and more intuitive
- **Increased Accuracy and Completion:** Help employees complete tasks accurately and with greater efficiency
- **Enhanced Productivity:** Streamline tasks and reduce friction to boost productivity
- **Greater Adoption:** Increased awareness and usage of Workday

# Unlock actionable insights.

By personalizing experience and leveraging analytics to understand user behavior, you can pinpoint areas or where users struggle and identify opportunities for more effective guidance. Workday Guidance helps you optimize support across business processes including Change Job and Recruiting, driving greater adoption and productivity. Admins gain accurate insights into employee data, enabling smart suggestions, powered by Workday Illuminate, and personalized segmentation capabilities.



Guidance Potential Index.

# Seamlessly integrated with Workday.

Workday Guidance is built to work seamlessly with Workday, offering a smooth, code-free authoring experience right out of the box. Plus, it's scalable and adapts automatically to new releases, so there's no need for reconfiguration after updates.

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

