

ACTIVITY STREAM

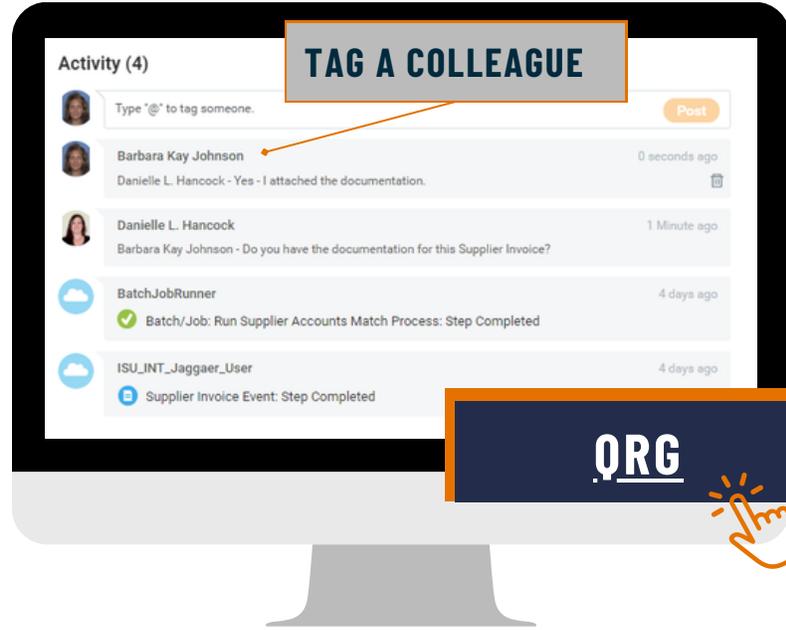
»»» WHAT IS ACTIVITY STREAM

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.

