Use the Work Instruction Worklet

Business Process Overview

Users can use the work instruction worklet to access the work instructions directly in Workday.

- Open Work Instruction.
- Open a second window of Workday and have the work instruction side by side with the task.

Prerequisites

- N/A

Policy Reference Material

- N/A
Steps – Use the Work Instruction Worklet

1. Starting on the homepage, click the **Work Instructions** worklet.

2. The **Work Instructions** page displays.

3. Search for a specific task using the search feature on the task column.
4. The Work Instruction names are hyperlinked. To open a Work Instruction, click the appropriate hyperlink.
**TIP**: you may find it helpful to have two instances of Workday open side by side; one showing the work instruction and one showing the work space in which you can complete the transaction.

5. Training Videos are hyperlinked in a separate column on the right of the window.
a. Click the hyperlink for a video you wish to see.
b. A small window opens with a play button. When you click this play button the video will open in a separate tab.

c. Control the video playback using the controls at the bottom of the page.
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Follow-up Actions

- N/A

Result

- N/A

Next Steps

- N/A