# workday® Quick Facts

MANAGING NOTIFICATIONS

Whenever a due date approaches or a task is assigned to you, a notification pops up in the right-hand corner of Workday with a number on a bell icon. **Select the bell icon to view your notifications.**
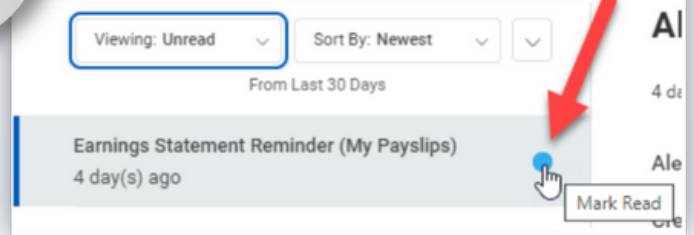
MARKING NOTIFICATIONS AS READ

While it isn't possible to delete notifications, you can toggle your view so that only the unread ones will show up. You can follow the steps below:

1 Select the little blue open circle on a notification. A check mark will appear briefly, and then the circle will disappear. This marks the notification as read.
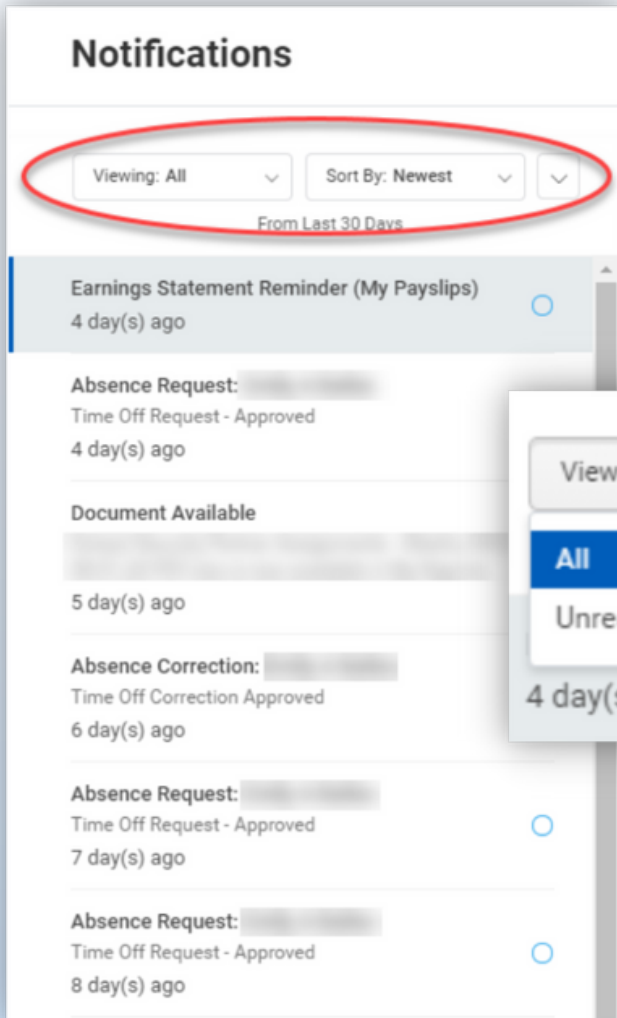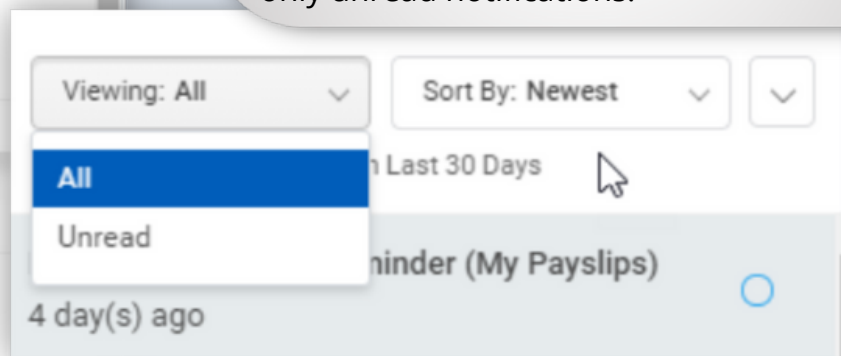
2 Above the list of notifications is a drop-down menu that says "Viewing: All." Select the arrow and choose "Unread" to show only unread notifications.

Once you switch this to viewing only unread notifications, it will stay that way even if you navigate away from the notifications section of Workday.

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