GUIDED TOURS & HELP TEXT

FOR: EMPLOYEES

OVERVIEW
Guided Tours and Help Text assist users by providing in-process instructions and tips in Workday.

GUIDED TOURS & HELP TEXT

NEED TO KNOW:

WHAT IS A GUIDED TOUR?
• When you don’t have the time to navigate step-by-step through a Job Aid, a Guided Tour is an in-process help feature, giving you hints or details about how to complete each field

WHAT IS HELP TEXT?
• Help Text is a short overview of the task on which you are working
• It provides reminders for special considerations while you’re working through a task
• Help Text contains links to Job Aids, Quick Guides and other resources
• Help Text is an active feature through each of our processes in Workday

WORKDAY STEPS FOR GUIDED TOURS
1. Click Question Mark icon in the upper right-hand corner.
2. Select Show Me.
   Note: Question Mark icons appear throughout the Workday form.
3. Click a Question Mark icon on the right of form field with which you need help.
   Result: Help Text displays to the right of the field.
4. When you no longer need the Help Text click the X in the right corner of the Help Text box to close the box