To change your notification preferences

1. In the Search box in the upper left corner of the Workday dashboard, enter “preferences” and then press Enter.
2. Select Change Preferences from the Search Results list.

3. Scroll to Notification Delivery Preferences section on the Change Preferences screen.
4. Click the pick list next to the Notification Type you want to change.
5. To consolidate the notifications, select Daily Digest.
6. Click OK.
7. Click Done.