

Workday Notification Designer

Product Summary

July 23, 2026

This content is not part of the Workday Administrator Guide and is subject to further change.



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Summary of User Guide Changes - Notification Designer

This table describes updates to the User Guide within the past year. We update the User Guide when new features impact the product user interface and when editorial changes improve content quality.

This page is intended to be a summary of content changes in the User Guide, and is not a full list of new features. If a new feature results in a change to only the Administrator Guide content, that change isn't described here.

Date	Notable Content Changes
January 2025	Added size limit information for instances of a notification template.
September 2023	Added information about the ability to use Notification Designer templates when configuring custom notifications for all business processes.
March 2023	Transitioned the Workday User Guide from PDF to HTML format. Added information about: - Using notification templates for the Change Job business processes. - Moving content containers from one location to another within the same notification template. - Setting categories in the notification template to specify the types of notifications that can use the template.
September 2022	Added information about using notification templates for the Manage Recruiting Campaigns task and Onboarding, Hire, and Refer a Candidate business processes.

Concept: Notification Designer

Notification Designer enables you to create and manage the layout, design, and content of a notification template that you use when sending notifications for specific tasks and custom notifications for business processes. You can create multiple notification templates for each type of notification and the notification templates can be used as alternatives to an email template.

With Notification Designer, you can create a new notification template from Drive and then:

- Select a prebuilt notification layout or design your own.
- Add text, images, buttons, dynamic data rows, and other content areas, and format those areas.
- Share the notification template with others.
- Collaboratively edit the notification template with others who have edit access.
- Publish a notification template so that it can be used when sending notifications.
- Set notification categories to specify the types of notifications that can use the template.

Dynamic Content in Notification Templates

You can insert various types of dynamic content as data rows in notification templates. The task or business process that initiates a notification determines the values in the data rows when the notification is sent. Because some data rows are exclusive to specific types of notifications, a notification template can include only 1 data row at a time, and the type of data row included determines the type of notification that can use it.

Example: In order for an **Invite to Apply** task to use a notification template, that notification template must include an Invite to Apply data row. Additionally, a notification template that includes an Invite to Apply data row isn't available for use in any type of notification except one from an **Invite to Apply** task.

Notification Template File Downloads

You can download a notification template as an NDXF file type and save a local copy of it as a backup. To download the template, from the **File** menu of a notification template, select **Download As > Notification Template (.ndxf)**. You must be the owner of the template or have **Can Edit** permission to download it.

A saved NDXF file can be uploaded to a different tenant, if needed. Before you can upload it, access the **Edit Tenant Setup - System** task. In the **System Setup** section under **File Type Setup Instructions**, make sure all file types are supported, or add NDXF to the list of supported file types for that tenant. Then, from Drive in the destination tenant, select **Add New > Upload** and navigate to the NDXF file.

You can also migrate notification templates and their dependencies between tenants using Object Transporter (OX).

Language Layouts for Translated Content

You can design and customize content for multiple target languages within a single notification template. After you create the base language of a notification template and add content to it, you can then add other language layouts by clicking the **+** icon on the Translations pane or **Language > Add Language** from the toolbar.

Languages that are available to add are defined in the **Languages** section on the *Edit Tenant Setup – Global* task.

If you've enabled generative AI for Notification Designer, Notification Designer automatically generates translated text for selected languages. The default *Generate Translation* option on the **Add Languages** modal handles this. However, any labels within the template, such as *Message Body Placeholder*, retain the language configured for the signed-in user.

If you prefer not to use generative AI for language translation, you can manually add translated text. Select the *Copy from Base Language* option as the **Default Text** in the modal to create new language layouts, and then manually input the translations. You can later overwrite any existing text with AI-generated translations, or generate translations for new content. Access the related items menu next to the language in the panel and select to do this.

If you haven't opted in to generative AI translations for Notification Designer, you must translate language layouts manually from the base language. Each new layout that you add to the notification template inherits the content present in the base layout at the time you add the language. You can customize the content in each layout by adding translated text, replacing images, setting fonts, and changing colors. You must add new containers and data rows directly to the base layout for changes to apply to all other languages.

When a notification template is published, all of the language layouts are published too. If you don't add a layout for a recipient's language in the notification template, notifications will be sent using the base language.

Create and Activate Notification Templates

Prerequisites

Security: These domains in the System functional area:

- Drive
- Notification Designer

Context

You must create a notification template, publish it, and enable it for specific notification types before you can use it in an email notification. Users who have access to a task or business process that sends notifications can view and select only the notification templates that are available for that specific task or business process.

Steps

1. From Drive, select **Add New > Notification Template** and name the template.
2. Select a layout with the components that you need or build your own.

Some of the layouts include a data row supported by specific notification categories. Layouts that don't include a data row are supported by all notification categories.

3. Insert content, such as images, text, buttons, data rows, and social media icons, by clicking the **+** icon along the border of existing content containers.

Note: Some elements of email notifications (such as text and buttons) might look different to the recipient depending on the email client.

See [Concept: Editing Notification Templates](#).

4. (Optional) Add language layouts for the template by clicking the **+** icon on the Translations panel or **Language > Add Language** from the toolbar.

If AI-generated translations are enabled in Notification Designer, Workday sets the **Default Text** method to *Generate Translation* on the **Add Languages** modal. You can switch the method to *Copy from base language* for manual translation. If AI-generated translations are not opted in, *Copy from base language* is the only method, and the **Default Text** menu is hidden.

- a) Select the language layouts to add.
- b) Click **Add**.

When *Generate Translation* is the **Default Text**, generative AI automatically translates each added layout. A sparkle icon indicates this AI translation next to the language layout.

When *Copy from base language* is the **Default Text**, each layout you add inherits the content present in the base layout at the time you add the language. You can customize the content in each layout by manually adding translated text, replacing images, setting fonts, and changing colors. You must add or delete containers and data rows directly from the base layout for changes to apply to all other languages.

5. Click **Publish** to make the notification template available for use in a new notification.
You can click **Edit** and make changes to the template but you must publish the template again to apply those changes.
6. Click **Set Category** in the **Template Details** panel to add one or more notification categories and specify the types of notifications that can use the template. If the template includes a data row, only categories that support that data row display.
7. (Optional) Click **Maintain** (or use the **Maintain Notification Templates** task) to add or remove the notification categories for multiple templates at a time. If the template includes a data row, only categories that support that data row display.

A template can be enabled for multiple categories at the same time, and a category can support multiple notification templates at a time.

Result

You can select a notification template from a prompt when sending notifications for the following:

Workday Product Line	Product Name	Notification Category
Talent Management	Candidate Engagement	~Prospect~ Consent Collection

Workday Product Line	Product Name	Notification Category
		Active Candidates
		Job Alerts - External Candidates
		Job Alerts - Internal Candidates
	Cloud Connect for Learning	Extended Enterprise Campaigns
	Learning	Learning Campaigns
Human Capital Management	Core Human Capital Management	Ad Hoc ~Worker~ Communications
		Custom Business Process Notifications
	Benefits	Benefits Notifications
		Open Enrollment for Benefits
	Onboarding	Onboarding Plan Notifications
Financial Management	Core Financials	Collection Letter
Student	Workday Student Services	Academic Advising
		Admissions
		Candidate Reminders
		Financial Aid - Disbursements
		Financial Aid - General
		Financial Aid - Packages
		Recruiting Campaigns
		Recruiting Marketing
		Student Financials
		Student Records
		Student Recruiting - Marketing
		Student Recruiting - Transactional

Concept: Managing Notification Templates

This table summarizes some of the actions that you can take with notification templates. Users must have access to the *Drive* domain to create, copy, share, and delete notification templates.

Action	Description
Create a notification template	From Drive, select Add New > Notification Template .
Copy a notification template	From Drive, select the notification template and click Make a Copy .

Action	Description
	Copying a notification template from Drive creates a new, unpublished template.
Share a notification template	From Drive, or from an open notification template, select Share. When you share a notification template you can: • Enable link sharing and provide the URL to multiple users at once. • Select specific users, or groups, to share with. • Select a permission level for the actions that users can do. Note: The ability to use group sharing is a system setting that requires additional Drive configuration. When you share a notification template with a specific user, Workday sends a notification and an email (if the Workday administrator enabled email notifications). When you enable link sharing and provide a URL, or when you share with a group, Workday doesn't send notifications.
Remove (move to Trash) a notification template	From Drive, select the notification template and click Remove. You can't permanently delete notification templates; they remain in Trash. Removing a notification template from Drive won't delete the published version of the template. Note: If you move a notification template to Trash you can no longer edit it, enable it for notification categories, configure it for use in notifications, or select it for ad hoc messages such as Invite to Apply and Send Message. However, templates previously configured in instances such as Job Alerts and custom notifications for business processes will continue to use the published template unless you replace it with a different notification template.
Restore a notification template from Trash	From Trash in Drive, select the notification template and then click Restore. Workday places the restored notification template in My Files. You can restore a notification template only if you're the person who created it. If you remove a notification template that was shared with you but you're not the owner, you remove your access to the notification template. The notification template disappears from Drive and it doesn't display in Trash.

Concept: Editing Notification Templates

This table summarizes some of the actions that you can take within notification templates. Users must have access to the *Notification Designer* domain to create, edit, publish, and activate notification templates.

Note: Each language instance of a notification template has a size limit of 200KB. When you exceed this limit, Notification Designer prompts you to decrease the size before it can save the instance. Notification Designer doesn't restrict image size. Example: A template instance of 199KB that also includes a 2MB image is within acceptable limits.

Action	Description
Select a template layout	You can select a layout with the components you need or build your own. Some of the layouts include a data row supported by specific notification categories.
Add message content	You can't add message content directly in a notification template, but you can manage the font, text color, and link color in the Settings panel. You can create message information in the Message Template (for Recruiting tasks) and the Message Body (for custom business process notifications). Workday populates the Message Body Placeholder container with the message template or body text when sending a notification.
Edit the default font and color	You can change the font and the default text, link, and background colors for the notification template in the Settings panel.
Create a content container	Hover over an existing content container and click the + icon on the top, bottom, left, or right border. To delete a content container, hover over it and click the trash can.
Move a content container	Hover over an existing content container, click the Move icon, and drag it to an available, highlighted location. When moving content in a data row, all containers in the row move together.
Add a header or footer	To create a header, hover over a content container and click Image or Text. You can't add a footer directly in a notification template. You create footer information in the Email Compliance section of the Edit Tenant Setup - Notifications task.
Add an image	Hover over a content container, click Image, and navigate to the image. Use the Image Properties panel to resize the image, add a link, or add color. Image file types .jpeg, .jpg, and .png are supported. Images are limited to 1 MB in size.
Add text	Hover over a content container, click Text, and type the text to add. Use the toolbar and the Text Properties panel to select styles, formats, bullets, numbers, links, and colors.
Add a button	Hover over a content container and click Button. Use the Button Properties panel to select the button shape, color, and link.
Add a data row for dynamic content	Hover over a content container, click More, and select a type of data row. Use the Button or Text Properties panel to select button shape, formats, and colors. A notification template can include only 1 data row at a time.
Add social media icons	Hover over a content container, click More, and select Social Icons. Use the Social Icons panel to show or hide specific icons and add links. A notification template can include only 1 set of social media icons at a time.

Action	Description
Add a divider	Hover over a content container, click More, and select Divider. Use the Divider panel to select the line style, color, and weight.
Publish a notification template	Click Publish to make the notification template available to be used in a notification. To edit a published notification template, click Edit. Click Publish again to apply changes and have them take effect. Published versions of notification templates can differ from the notification templates in Drive that have saved changes.
Preview a notification template	Click Preview and select either the desktop or mobile icon to preview notification template content before you send it to recipients. Use the View Published toggle to compare content edits to the published version of the template.
Enable notification categories	Click Set Category to manage notification categories for a published template. You can either add categories or remove categories previously set. If the template includes a data row, only categories that supports that data row display. You can also click Maintain (or use the Maintain Notification Templates task) to set categories for multiple templates at a time. Notification templates with a data row can only be enabled for the notification types that support that data row.

Reference: Notification Template Actions Available Based on Permissions

This table summarizes the actions available for notification templates based on the user's permission level. You specify permission levels when you share a notification template.

Action	Can View Permission	Can Edit Permission	Owner
View a notification template.	X	X	X
Copy a notification template. (Applies to Can View permissions only if the notification template owner selected the Commenters and viewers can copy, download, and print option when sharing the notification template.)	X	X	X
View a list of specific users the notification template is shared with.	X	X	X
Remove (self) from shared notification template access.	X	X	
Share a notification template or change share permissions. (Applies to Can Edit permissions only if the notification template owner selected the Editors can share option when sharing the notification template.)		X	X
Edit content.		X	X

Action	Can View Permission	Can Edit Permission	Owner
Rename a notification template.			X
Remove a notification template and restore it from Trash.			X

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