

Workday Accessibility

Getting to know Workday.

Components and Controls

Errors and Warnings: Errors prevent a user from submitting a form or completing a task. Warnings provide a recommendation but will not prevent a user from completing a task.

Workday displays an error or warning when you:

- Enter information outside of an allowed range.
- Do not complete a required field.

To interact with error pop-ups using a screen reader:

- After form submission, keyboard focus automatically sets onto the errors and warnings button.
- If lost, we recommend that you use the Alt + 4 keystroke to set focus to the action bar along the bottom of the page. Use the Tab key to locate the errors and warnings button again.
- Alternatively, you can jump to the bottom of the page by pressing the Control + End keys.

Input Prompts: Prompts are controls that allow single-option or multiple-option selection.

- To filter the list of options, type a Search term and press Enter.
- To display all options, leave the prompt empty and press Enter.

To navigate through displayed options, use:

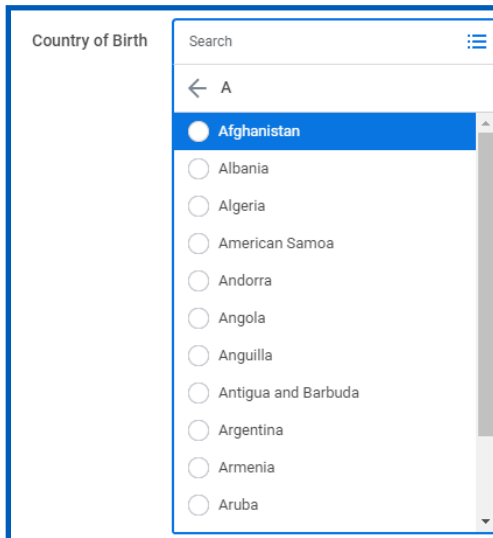
- Down arrow to navigate to the next item.
- Up arrow to navigate to the previous item.
- Right arrow to open a sub menu.
- Left arrow to close a sub menu.
- Enter or spacebar to select an option.
- Single-option selection. Workday closes the menu once you have made a selection.
- Esc to close the prompt.

To navigate to selected options, first ensure that your focus is on the prompt input. Then use:

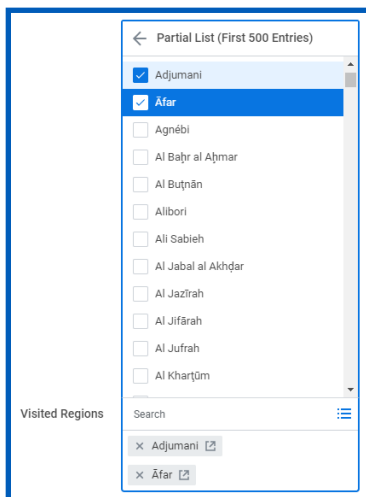
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- Up or down arrow to navigate to a selected option.
- Delete to remove an option from the prompt selection.
- Single-option selection. Workday closes the menu once you have made a selection.



- Select one or more options. Press Esc to close the prompt.



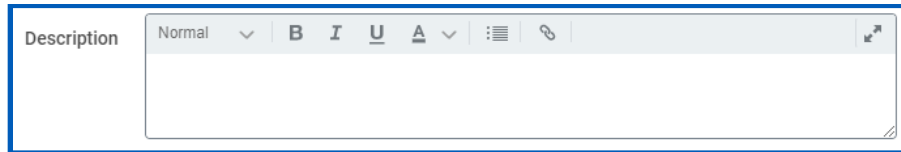
Related Actions Button: allows you to review all actions related to a specific item. Use:

- Enter or the spacebar to select and open.
- Up arrow to navigate to the previous item.
- Down arrow to navigate to the next item.

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Rich Text Editor: is a text area that supports font formatting and styling.



Key Board Shortcuts:

| Key | Description |
|-----------------------|--|
| Alt + 0 | Opens the Accessibility Instructions dialog window. |
| Alt + F10 | Enters the toolbar or tab list of the currently open dialog window. |
| Alt + F11 | Enters the elements path. |
| Right arrow | Moves to the next toolbar button within the group, context menu suboption, dialog window element, or dialog window tab while in the tab list. |
| Down arrow | Moves to the next pull-down list or context menu option. |
| Left arrow | Moves to the previous toolbar button within the group, context menu parent option, elements path element, dialog window element, or dialog window tab while in the tab list. |
| Up arrow | Moves to the previous pull-down list or context menu option. |
| Space or Enter | Activates a toolbar button, a context menu option, a pull-down list option, an elements path element, or a dialog window tab, once selected. Also enters a context menu submenu, if it is available. |

Search

To interact with suggested options, use:

- Down arrow to move to the next option.
- Up arrow to move to the previous option.
- Enter to activate a suggested option.