



How to Request a Transact Store



How to Request Transact Store in Workday

We have a new site request process in **Workday**.

We are required to use this new request form in Workday prior to beginning project implementation.

Step 1: Log into [Workday](#)

Step 2: Search **Create Request**.
Click the **Create Request** option.

Q **Create Request**

Tasks and Reports

Create Request

Task

Create Supplier Invoice Request

Task

Create Supplier Request

Task



How to Request Transact Store in Workday

Step 3: Once within the **Create Request** page, you will need to search for keyword “Transact” in the request type drop-down.

Step 4: Hit **Enter** or select **Ok** and the **New eMarket Site Request Form** will become available.

Step 5: Follow the prompts. This will officially initiate the request for approval by the Ecommerce Committee. Please contact us at ecommerce@fau.edu directly with any questions or concerns about the project or this create request process.

The screenshot shows the 'Create Request' page in Workday. At the top, there is a search bar with the text 'Create Request'. Below this, the 'Layout' section is visible. The 'Create Request' form is displayed, with the 'Request Type' dropdown menu open. The dropdown menu shows 'Transact' as the selected option. The 'OK' button is highlighted with a red box.

The screenshot shows the 'Create Request' page in Workday. At the top, there is a search bar with the text 'Create Request'. Below this, the 'Layout' section is visible. The 'Create Request' form is displayed, with the 'Request Type' dropdown menu open. The dropdown menu shows 'New eMarket Site Request Form' as the selected option. The 'OK' button is highlighted with a red box.