

Original Content	Editorial Review	Analysis (The Learning)	Category	Sub-category
You can customize the navigation experience within Hubs.	You can customize hubs....	Use direct and simple language: Use fewer words to say the same thing.	Clarity	Conciseness & Directness
The concept of default vs. configurable modes was explained in a table within the Steps section.	This information was moved to the Context section." Workday provides default settings for each hub, but you can configure them...	Separate background information (Context) from actions (Steps): Explain background information and steps separately.	Structure	Organization & Flow
Access the Maintain Hubs task. Note: As per PM suggestion Report is not the correct Terminology for Maintain Hubs	Access the Maintain Hubs report	Use precise system terminology: Always use the exact words from the system. Refer to: Text Formatting Conventions	Research Research	Terminology Terminology
Select the hub you want to configure, click the Action menu and then select Customize Hub Navigation task."	On the hub you want to configure, select Action > Customize Hub Navigation	Use standard formatting for UI instructions. Use standard ways to show how to use the interface. Refer to: Text Formatting Conventions	Structure Research	Terminology Terminology
A descriptive table was followed by the vague step: "Switch the hub from the default mode to the configurable mode." Refer to: Please check the Step Section for reference...	The table was removed and the step was replaced with two direct commands: "Click Edit." and "Select Configurable." Refer to: Steps Section in the Editorial Topic	Write steps as clear, direct commands: Tell users exactly what to do.		Actionable Language
The steps went from "Add a row..." directly to "Select either Add Standard Report ...", skipping a key step.	The workflow was corrected to include the missing UI element: "From the Navigation Item prompt, select An existing navigation item or group. Create...	Ensure your instructions perfectly match the system's workflow: Missing even one step can cause the user to get lost.	Research	Accuracy & Completeness
A separate section existed at the end: "To organize navigation items , you can: Create a new navigation group..."	This entire section was removed from the document.	Remove redundant information: Don't include anything that's already covered or not needed.	Clarity	Redundancy
Steps: Configure QuickTips using Guidance Workspace	Steps: Configure QuickTips Using Guidance Workspace	Titles and headings should use "Title Case," where the principal words are capitalized. This creates a professional and consistent appearance.	Voice&Style	Headings & Titles
The Prerequisites section is broken into several sub-sections: Security, Actionable Requirements, Environment Choice, and Security Assignment Methods.	Move the detailed information from these sub-sections into the Context section.	The reviewer felt this information provided useful context rather than being strict prerequisites. This structural change improves the document's flow and makes the initial setup requirements less cluttered.	Structure	Structural Improvement
...configure QuickTips directly in production or in a sandbox tenant.	...configure QuickTips directly in a tenant.	This is a style and consistency edit. Specific environment names like "Production" are treated as proper nouns and should be capitalized consistently.	Voice&Style	Consistency
Only delete a project to permanently remove it...	Delete a project to permanently remove it...	Use direct and simple language: Use fewer words to say the same thing.	Clarity	Conciseness & Directness
...all its QuickTips (both published and draft).	...all its QuickTips, including both published and draft.	This change improves the sentence's flow by integrating the descriptive phrase with "including" rather than separating it with parentheses.	Grammar	Sentence Structure
Note: If the project has no tasks associated with it, you must first open it from a task that doesn't share the same segment. The project will then appear in the side panel for you to select.	Consider deleting the second sentence ("The project will then appear...")	The reviewer suggests this outcome may be obvious from the user interface (UI). Good technical writing avoids stating things the user can easily see, which keeps the instructions concise.	Clarity	Redundancy
After Publishing: yYour QuickTips are live in Workday..	After publishing, Your QuickTips are live in Workday..	After publishing" is an introductory phrase, not a new sentence, so it should be in lowercase and followed by a comma, not a colon.	Grammar	Punctuation
...any user who accesses the configured tasks.	...any user who has access to the configured tasks.	The noun "access" is a non-count noun in this context. The correct grammatical phrasing is "has access to," not "accesses."	Grammar	Word Usage
After dDeleting: Workday permanently removes the project...	After deleting, Workday permanently removes the project...	This corrects the typo "dDeleting" and replaces the unnecessary colon with a comma, which is the correct punctuation after an introductory phrase.	Grammar	Spelling & Punctuation
Dor' not delete a project you plan to use again.	Since we have the note below, we don't need this sentence.		Clarity	Redundancy
			Clarity	