**SEARCHING IN WORKDAY**

The Search Bar is used to search for tasks, people, and reports. The search bar can be accessed anywhere throughout Workday at the top of the screen.

1. Type your search terms in the Search Bar. In the drop-down you will see the top predictive search results based on what you typed. Searches find exact matches; if search text is misspelled, no results return.

2. Workday searches Saved Categories from top to bottom. In this example, 42 items were found with “academic” in the name.

3. Expand More Categories to see if there are results from other categories.

4. Click View All 42 Tasks and Reports to see all results.

**Quick Tip:** Type the first three letters of various words of the task and Workday will offer suggestions (i.e., “Stu Over” returns the task “Override Academic Requirement for Student” in the results.)

**Note:** Search results will vary based on your security.
WORKDAY NAVIGATION - SEARCH

CONFIGURE SEARCH

You can configure your Saved Categories to target the search functionality according to your job responsibilities and commonly used categories.

1. On the search results screen, click Configure Search.

2. Drag and drop categories from More Categories up to Saved Categories in the order you would like results to be shown.

3. Click Save when finished.

   a. Items for the categories saved will show in the order that you aligned them.