

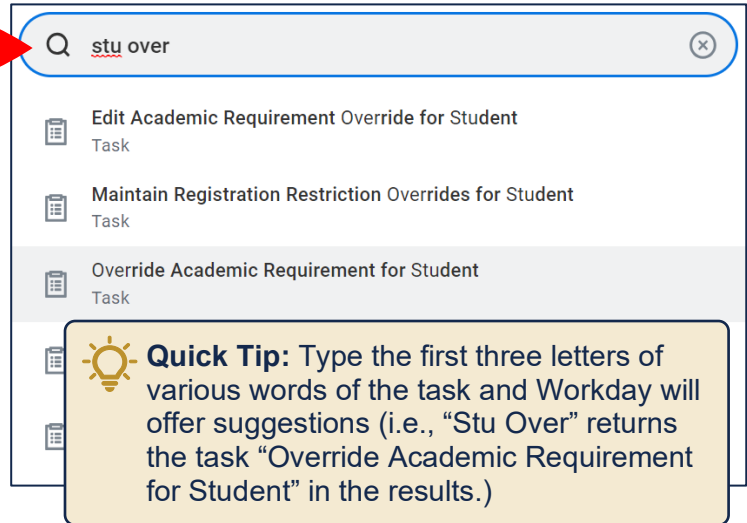
Description: This quick guide demonstrates how to configure and use the search function in Workday.

Applies to: All users.

SEARCHING IN WORKDAY

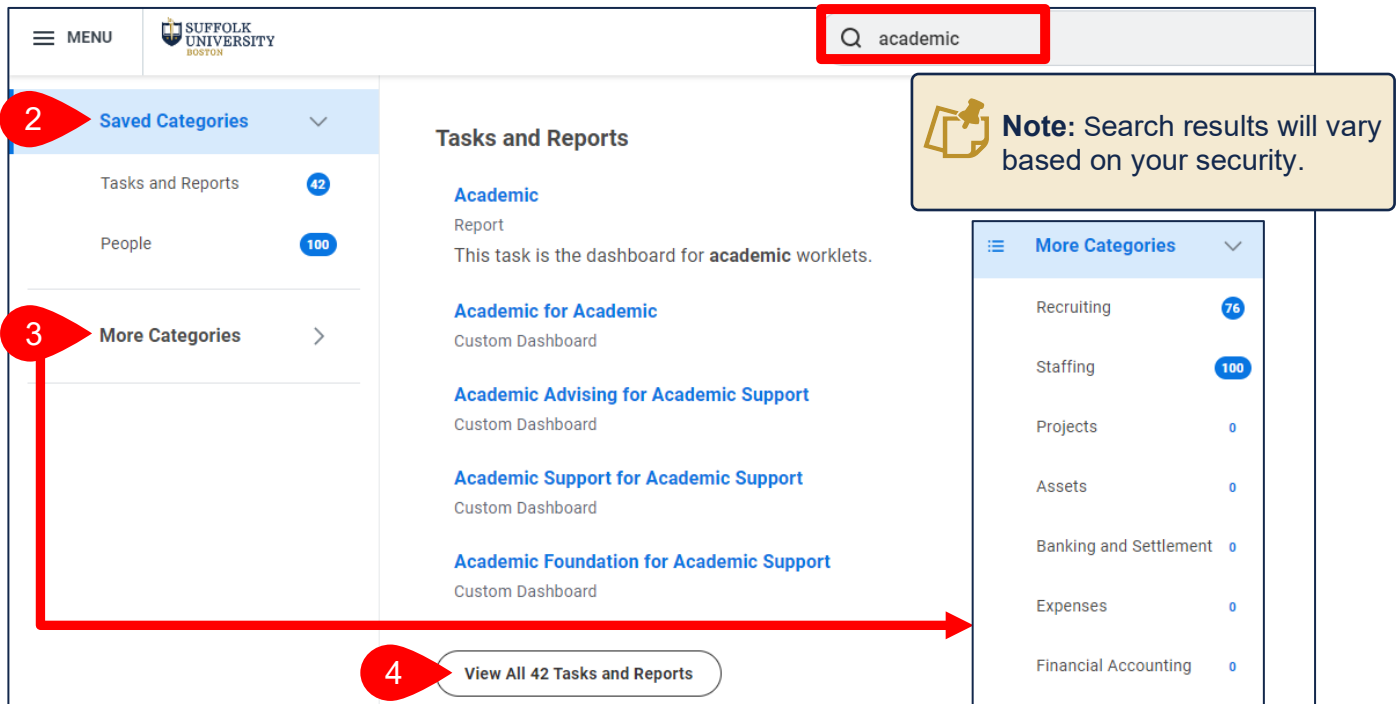
The **Search Bar** is used to search for tasks, people, and reports. The search bar can be accessed anywhere throughout Workday at the top of the screen.

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.



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.)

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



Note: Search results will vary based on your security.

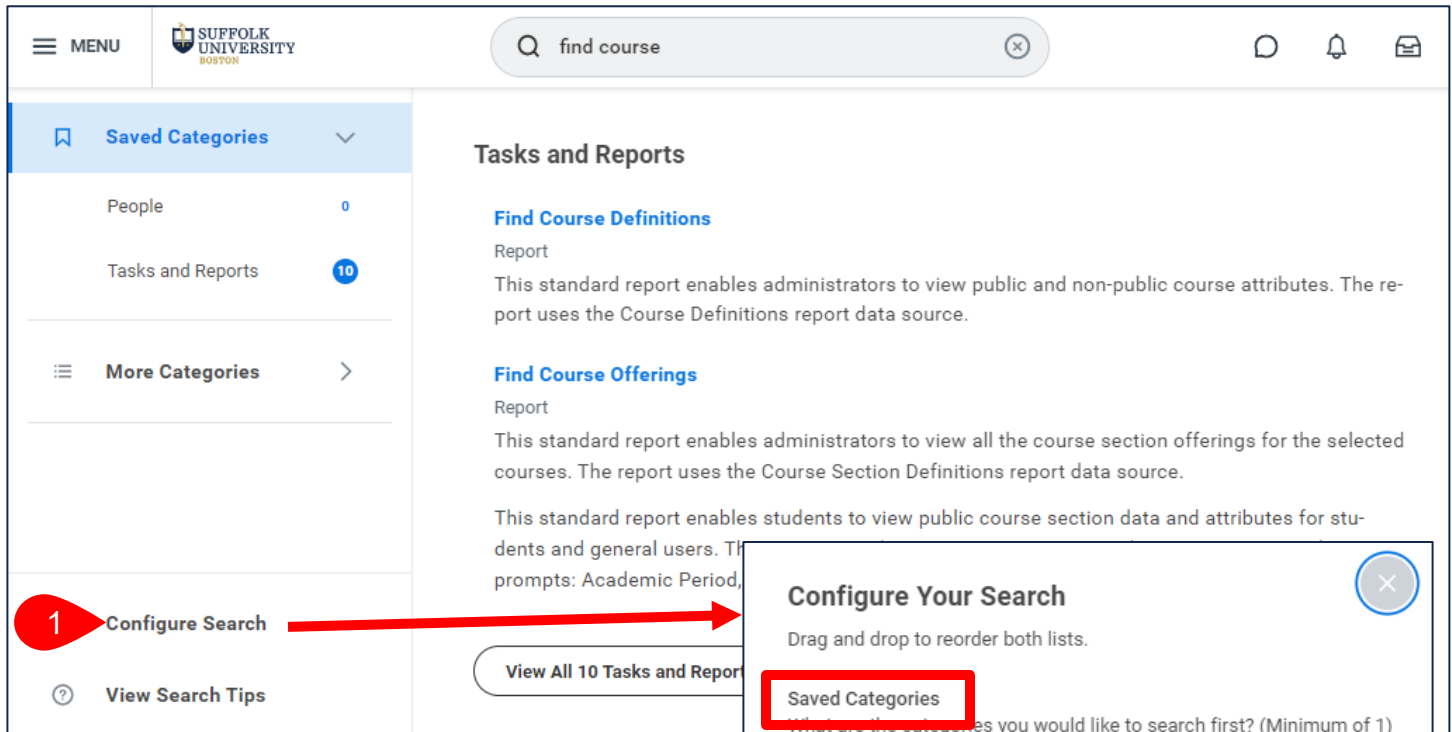
3. Expand **More Categories** to see if there are results from other categories.

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

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.

