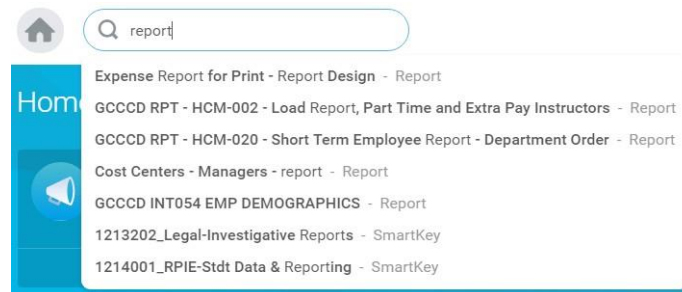


SEARCH

Use the Search box to locate tasks, reports, and views you can access.



If you are not sure where to find information in a particular application, type the task name or report you are looking for into the Search box.

As you type, Workday filters your request offering several of the most common search results in a drop down menu. Select one of these results, or click Enter to skip the menu and display the search results on a separate page.

You can perform searches on targeted areas of Workday, or expand them to include all of Workday. By default, the focus of a typical search is on the most common areas of Workday.

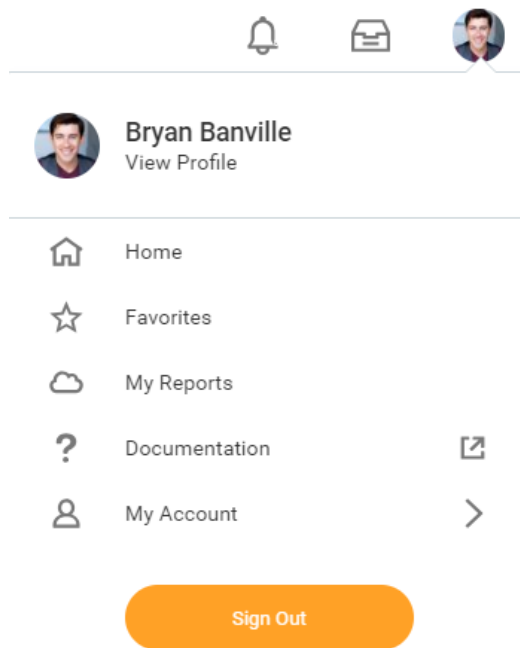
To change the focus of your search, you can select the distinct area of Workday to search from the **Categories** list. Or, you can expand your search by selecting **All of Workday**.

CONFIGURE SEARCH PREFERENCES

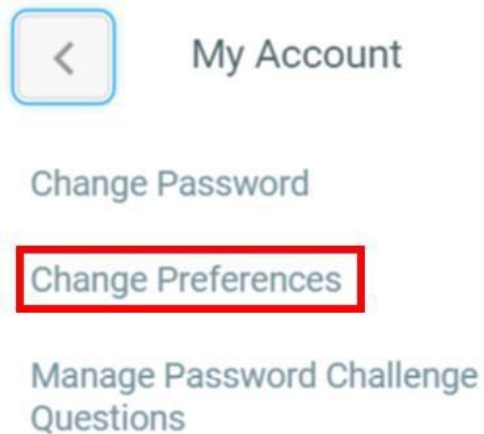
NOTE: The default Search preference for employees is **Common**; however, results will not display if you are looking for a specific business document number. You will need to change your Search Preferences to **All of Workday**.

From the **Home** page:

1. Click on the cloud or **your name** at the top right of the page.



2. Click on **My Account** right above the sign out button.



3. Select **Change Preferences**.
4. Scroll down to the Search Preferences section.
5. Use the **Prompt** icon or type to indicate **All of Workday** in the Preferred Search Category field.

Search Preferences

Preferred Search Category

✕ All of Workday



6. Click **OK**.
7. Click **Done**.
8. Now when you search for a specific business document, all search results will display.