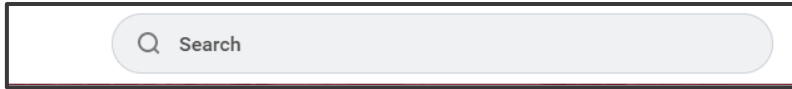
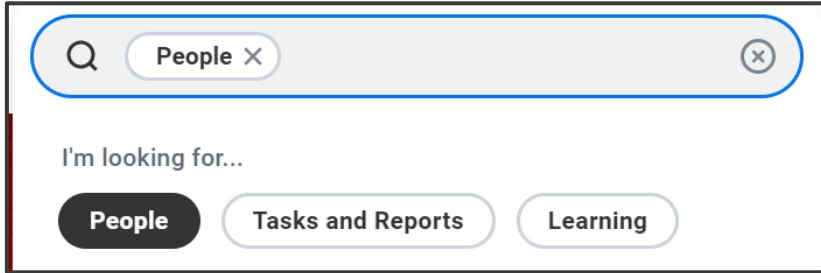


## NAVIGATE USING SEARCH

Workday makes it easy to search for people, tasks, reports, and business data using the Search bar at the top of each page.

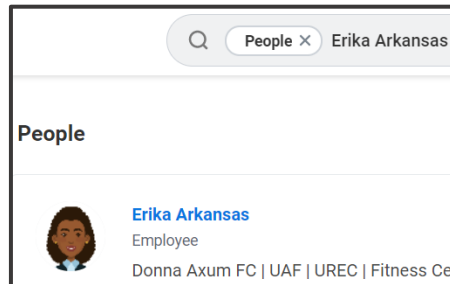


Clicking into the search bar will bring up search filters that can be used to narrow your search.

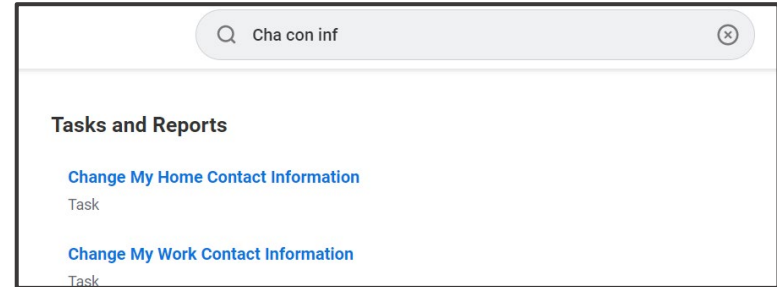


Click to select any of these filters and enter your search term. If you are not wanting to limit your search results, just enter your term without selecting one of the filters.

For example, to find a worker, select the People filter, type their name into the Search field and press Enter. This filter will return only results for workers.

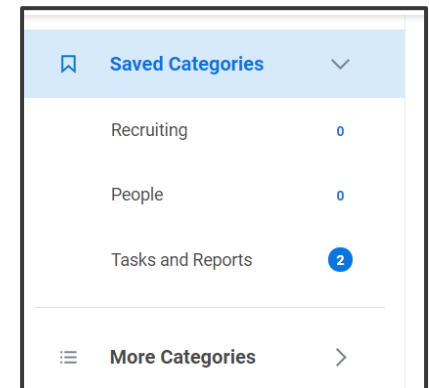


You can shorten words to find more matches. Use longer search terms to improve accuracy and reduce the time to return results. For example, you can search for the task to change your contact information, by using the search string "cha con inf" to return more relevant results.



Keep in mind that searches find exact matches. If you misspell the search text, you will likely not see any results.

On the search results screen, you will be able to view returned results for your search term by category. You can easily view results from a specific category by clicking on the category from the left menu in your **Saved Categories** list.



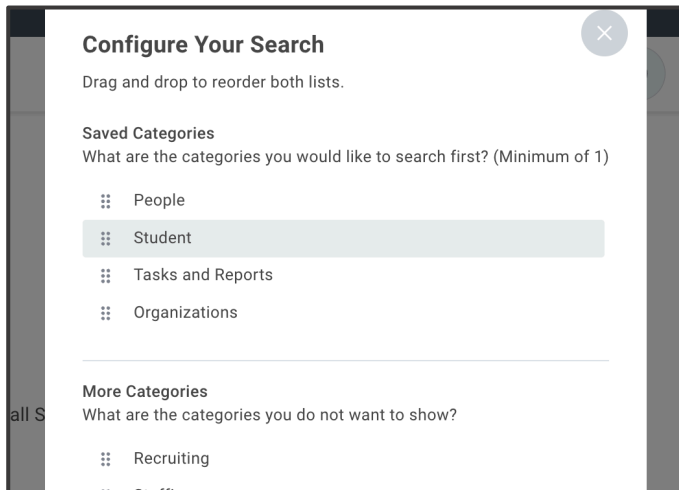
Click **More Categories** to view results in any categories that are not in your Saved Categories.

## CONFIGURE SEARCH

Your search results page can also be configured to specify which categories you want to view first when searching. To configure your Saved Categories, follow the below steps.

From your search results page:

1. Click **Configure Search** on the bottom left of the page.
2. To add a category, click on the category in the **More Categories** section and drag it to the Saved Categories section. You can add the student category to your configured search this way.
3. To remove a category, click on the category in the **Saved Categories** and drag it to the More Categories section.
4. To reorder categories in your Saved Categories, click and drag any category to change its position.
5. Click **Save** once all desired changes have been made.

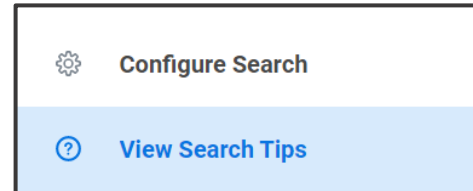


Search prefixes restrict the search results to a particular type of Workday object. Search prefixes are lowercase letters, followed by a colon (:).

For example, to find students, begin your search text with 'stu:'. You can use 'studentid:' to search by their ID.



To see a list of all search prefix words available to you, click the View Search Tips link on the search results page, or enter a question mark (?) in the search field.



In addition to the search field, there are Find pages where you can use filters to narrow down your results. For example, you can use the **Find Workers** report to search for employees by city, skillset, cost center, and so on.

On search report pages (or reports that likely start with “Find,” i.e. the Find Workers report), you can use the faceted search box.

You can customize your faceted search in a variety of ways, including:

- Boolean search – (marketing OR branding) AND manager
- Phrase search – “marketing manager”
- Exact Match – specificmail@workday.com

You can then save these faceted searches for later use.

When the search results provide what you’re looking for, you can either initiate an action using the object’s Related Actions or click the link to see more information.

