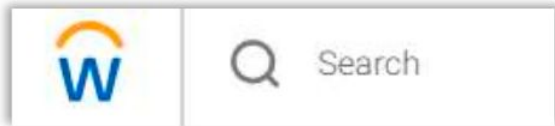


OVERVIEW:

- No matter where you are working in Workday, the Search field will be in the upper right corner



- When you don't have the time to navigate step-by-step through a Job Aid, the Workday Search field is a short-cut to find people and tasks

STEPS:

PREDICTIVE SEARCH

1. Start typing, and Workday choices will begin to auto-populate search values
2. Type just the first three or four letters of each search term and Workday predicts what you are searching for

CUSTOMIZE HOW YOU SEARCH

1. Click on your picture
2. Choose My Account
3. Click Change Preferences
4. The Search Preferences section will open. Select your preferred search category from the drop-down menu (choosing All of Workday will return search values from across the firm)

5. Select OK to save

CLICK OR CATEGORIZE

1. Workday will give you a complete list of common search results based your entry in the Search field
2. Can't find what you're looking for? Filter your search results by Categories to see other results