

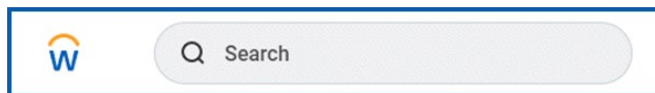


Using Workday Search

To get started in Workday, begin by entering a value in the Search bar. This job aid outlines the various ways that you can search in Workday. It also provides some tips and tricks to get the most out of Workday Search.

Global Search

Workday makes it easy to search for people, tasks, reports, and business data using the Search box.



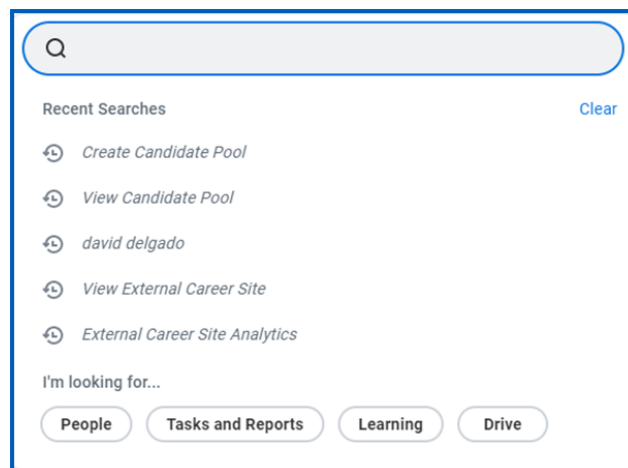
- **Exact Matches**—Searches find exact matches. If you misspell the search text, you will likely see no results.
- **Partial Search**—You can also use a partial search to find your results. For example, if you want to find the Maintain Candidate List Assignment task, you can use the search string “main can lis.”
- **Prefixes**—Prefixes restrict the search results to a particular type of Workday object. Search prefixes are lowercase letters, followed by a colon (:). For example, “bp:” returns all business process definitions. To see a list of all search prefixes available to you, enter a question mark (?) in the Search bar and then Enter.

Recent Searches & Search Categories

Workday saves your **Recent Search** results and queries for convenience. The five most recent searches display, helping you access these items faster. You can clear the results by clicking Clear in the Search bar drop down.

Use **Categories** to search for specific items and filter results, reducing the number of out-of-context search results. Selecting a category adds the option to the search bar as a search criterion. Additionally, users can add a search category to the Search bar by keying the category name followed by a colon (:).

Used categories are added to the Recent Searches results in the bottom **I’m Looking for...** section.



Worker Search

You can quickly look up an **active worker** in global search, reports, and prompts. From the Search bar, you can search for a worker by last name or by first name only. Workday sorts the results by relevance, first showing all workers with a matching first name.

Prompt Search

With a **prompt search**, you can search directly in a prompt.

There are two ways to use this search type:

- Use the hierarchy provided in the prompt until you find what you are looking for.
- Enter a search term and the system searches against the data that is applicable to that selection.

