

August 30, 2017

Did you know.....

......that changing your search preferences in Workday will allow you to see more menu options? The Workday system automatically defaults to the "Common" search option which displays the default Workday menu. Changing your search preferences allows you to view all menu options available to you based on your Workday security.

Follow the steps below to change your search preferences in Workday.

Step 1: Log into Workday and type your name into the search field and hit enter.

- A Q Your name This will display the your menu options.
- John Doe (COOOXX) Step 2: Click on your name in the upper right corner of the screen.
- Step 3: Scroll down and click on My Acounts.
- Step 4: Click on Change Preferences.
- Step 5: Go to the left side of the screen, click Search Preferences, select All of Workday. Search Preferences

Preferred Search Category X All of Workday

Step 6: At the bottom left sideof screen, Select OK, then Done.

Step 7: Log out of Workday and log back in to see your expanded menu options.

Workday Default:

Common Search (11 Options)

Updated Search Preference:

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Common Search (11 Options)		All of Workday Sea	All of Workday Search (16 Options)	
Search Results		Search Results		
		Categories		
Categories		Common		
Common		Assets		
		Expenses		
Assets		Integrations		
Expenses		Organizations		
Financial Accounting		Payroll		
Organizations		People		
		Processes		
People		Procurement		
Processes		Projects		
Procurement		Recruiting		
Projects		Reporting		
riojecto		Security		
Security		Staffing		
Staffing		Time Off and Leave		
All of Workday		All of Workday		

Do you need help with Workday? Contact the help desk at: 216.838.0440 workday.