



Workday Navigation



TIPS AND TRICKS

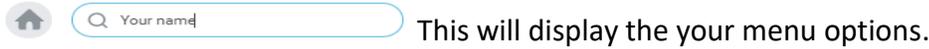
August 30, 2017

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.



This will display the your menu options.

Step 2: Click on your name in the upper right corner of the screen.

John Doe (C000XX)



Step 3: Scroll down and click on **My Accounts**.

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

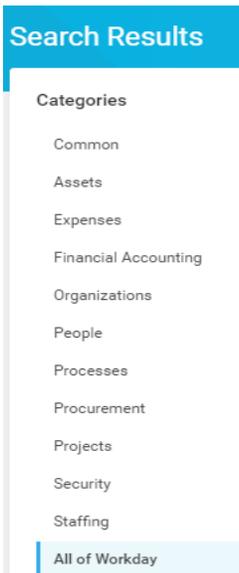
Preferred Search Category

Step 6: At the bottom left side of 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:

All of Workday Search (16 Options)



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

