

The Workday search function allows you to search for people, people and culture business processes and reports using the search field. The search bar is visible across Workday in the top bar.

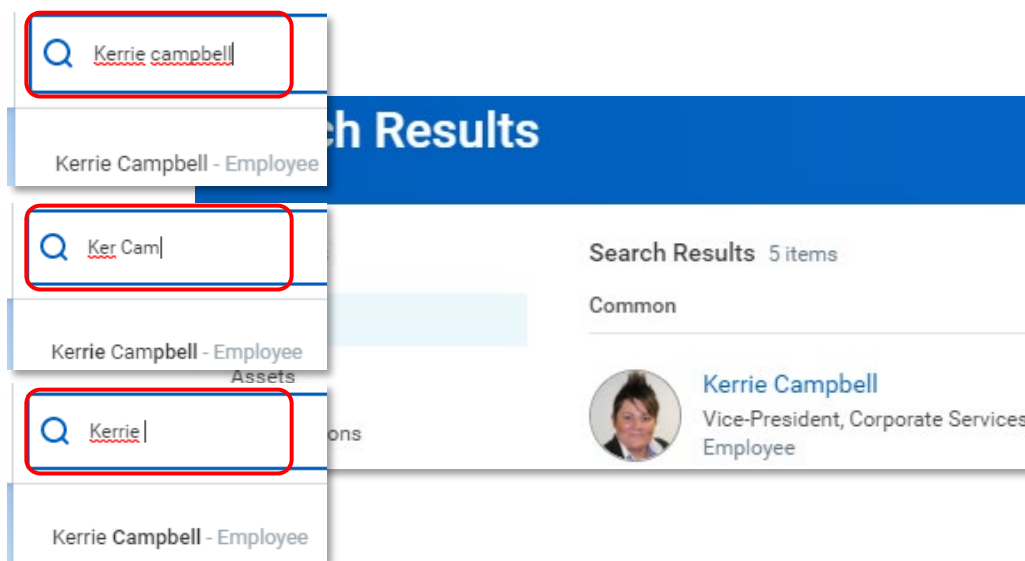
The best way to utilise the search function is to abbreviate by using the first three letters of each word.

Note: Searches find exact matches. If you misspell in the search bar, you will likely not see any results. You can shorten words to access more results.

1. To search for a person

To search for a person, type their name into the search field and press Enter. Enter a word, or a partial name to bring up the search results.

For example: search for Kerrie Campbell with full name or abbreviate to 'ker cam' or 'kerrie'.

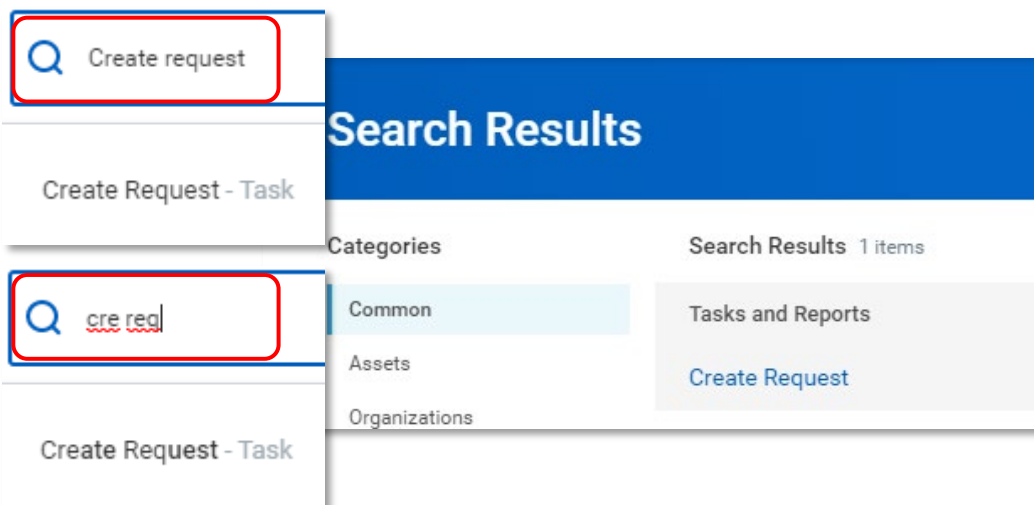


Click on the search result you require.

2. To search for a business process

To search for a business process, type your request into the search field and press enter. Enter a word, using correct spelling, or the first 3 letters of the request for each word to bring up the search results.

For example: 'create request' or abbreviate to 'cre req' and press Enter



Click on the search result you require.