



Wanda WorkSmart's Weekly Workday Tips & Tricks

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Workday makes it easy to search for people, tasks, reports, and business data using the search bar on the Workday Home Page.

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- Refining Search Results
- Updating Your Default Search Settings
- Using Prefixes to Refine Searches

Refining Search Results

Workday Search always defaults to a specific Search Category. On the **Search Results** page, you can change the search category from the list on the left side of the screen. This will allow you to refine your search results by whichever category you feel is most relevant.

Workday's search is predictive, meaning if you type at least three letters, it will start to display the top results in a drop-down list. Be aware that Workday searches find EXACT matches only. If you misspell the search text, you will likely see no results.

Updating Your Default Search Settings

Do you often find yourself manually updating your search category when a common search cannot locate what you are searching for? Cut down on your search times by updating your default search settings in your profile to automatically search a particular category. You can refer to the [Change Account Preferences](#) Smart Guide for more information on this action.

Using Prefixes to Refine Searches

Search prefixes restrict the search results to a particular type of Workday object. Search prefixes are lowercase letters, followed by a colon (:). For example, "sup:" returns all supervisory organizations within the State of Iowa. To see a list of all search prefixes available to you, enter a question mark (?) in the search bar.

Please refer to the [Workday Search Smart Guide](#) for complete step-by-step instructions.

For more information, visit WorkSmart.iowa.gov or email WorkSmartSupport@iowa.gov for support.