Search in Workday

This How-To Guide covers **how to search** in Workday.

Start Here

1. Open **Google Chrome** and navigate to Workday.

2. If prompted, login with your **College email** and **password**.

- The **Search Bar** is located in the middle of your homepage and provides access to **any task found** in Applications. The **Search Bar** will move to the top of the page when you are on another screen besides the homepage.
- You must enter at least three characters to see search results.
- Search does not return results on misspelled words.

Simplified Search

Simplified Search streamlines **the search interface** and focuses your results on frequently used tasks and applications.

Disable Simplified Search

1. Search for any item in the **search bar**.
2. At the top of the results, **select the toggle button** to disable Simplified Search.
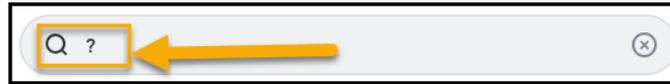
Search Results

Search results are grouped by result type — such as **People**, **Tasks and Reports**, and **Learning**. You can use these tabs to narrow down your results or select **All Categories** to view everything returned by your search.

Use a Search Prefix

Use a **search prefix** if you know the type of object you're looking for. For example, if you want to find an employee named Jane Doe, use the prefix "**Worker**" by searching "**Worker: Doe**". Be sure to type the prefix exactly and accurately and always follow it with a colon and your search.

- Access the full list of prefixes by typing a **question mark** into the search box.

Search Using Tasks

Tasks usually begin with the following words:
- Change
- Maintain
- Find
- Create
- Edit
- Start

Pin Search Categories

Results from your pinned categories automatically appear, without the need to select **All Categories**. We suggest pinning **Tasks and Reports** and categories that pertain to your daily work.

1. Search for a **task** or **object**.
2. Select **Edit Category Preferences**.
3. Use the **square array of dots** to select-and-drag categories between **Pinned** and **Unpinned**.
4. Select **Save**.

Have Questions? For assistance, please contact help@brynmawr.edu or 610-526-7440.