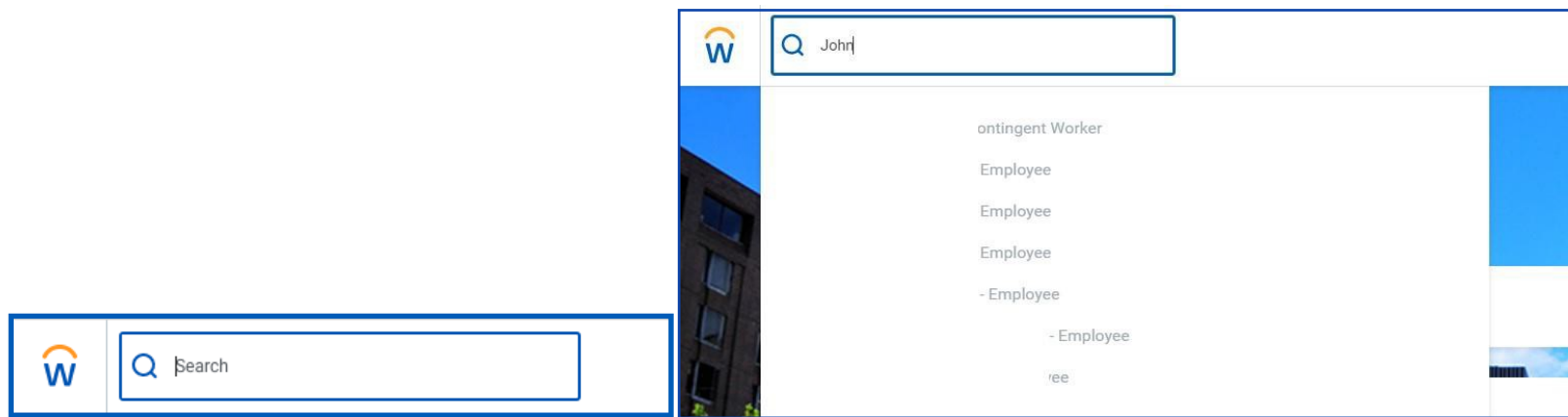This job aid outlines the various ways that you can search in Workday. It also provides some tips and tricks to get the most out of Workday Search.

CITY-WIDE SEARCH

Workday makes it easy to search for people, tasks, reports, and business data using the Search field.

For example, to find a worker, type their name into the Search field and press **Enter**. From the search results, click **People** from the Categories list to filter the results to only display workers in the City. You can use Search categories to filter your search for more specific results.

Keep in mind that searches find exact matches. If you misspell the search text, you will likely see no results. Workday Search also favors complete word matches over partial word matches, so that search results match the term you enter more closely. If you search using partial names or terms, the results may not display partial matches, depending on data volume. For example, if you search for "Alex," the results may not display the name "Alexander."

Though complete word matches are favorable, you can also use partial search to find what you are looking for. For example, if you are searching for the Maintain Candidate List Assignment task, you can use the search string "main can list." This method is still effective but may not be a best practice for all types of search where there may be multiple results returned.

Search prefixes restrict the search results to a Workday object. Search prefixes are lowercase letters, followed by a colon (:). For example, "bp:" returns all business process definitions. To see a list of all search prefixes available to you, enter a question mark (?) in the Search field.

WORKER SEARCH

You can quickly look up a worker in global search, reports, and prompts. From the Search field, you can find a worker using a couple different methods:

- Search for a worker by first name only. Workday will sort these results by relevance, showing all workers with a matching first name first.
- Include additional criteria, such as location, along with a first name to narrow down search results.

After searching for a worker, their photo, business title, and supervisory organization display. This identifying information makes it easy to confirm you have found the correct person.

STILL HAVE QUESTIONS ABOUT WORKDAY

For additional support and questions about Workday please contact your agency HR Practitioner.