### Getting Started: Navigate Using the Search

#### STEP 1

- Click in the search bar to search for people, tasks, reports, and business data.

#### STEP 2

**FOR EXAMPLE** to find a worker at MSU

- Type the name into the Search field and press Enter.
- You will see a drop down appear as you type with a list of options. You can select from here, or
STEP 3

- Click on the magnifying glass to view all options and to filter by categories.

When the search results provide what you are looking for, you can either initiate an action using the object’s “Related Actions” Click the link to see more information.

More info...

- Important tips

Keep in mind that searches only find exact matches. If you misspell the search text, you will not see any results. You can use abbreviated terms to find more matches. Use longer search terms to improve the accuracy and reduce the time to return results.

For example, if you are searching for the Maintain Project Worker Roles task, the search string “main pro work” returns more results than the search string “Maintain Project.”

Search prefixes restrict the search results to a particular type of Workday object. Search prefixes are lowercase letters, followed by a colon (:). For example, “bp:” returns all business processes definitions.

To see a list of all search prefixes available to you, enter a questions mark (?) in the search box.