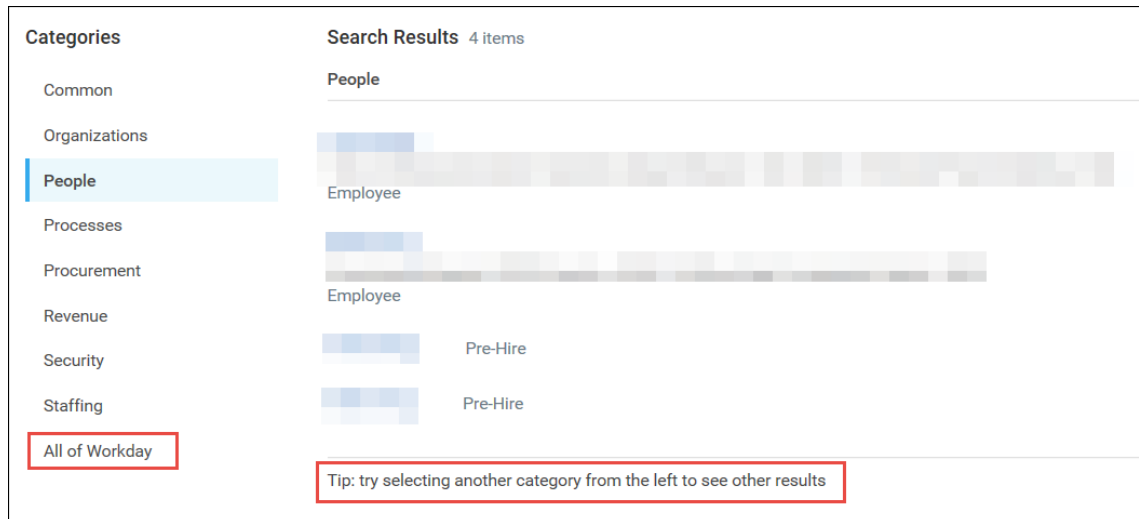
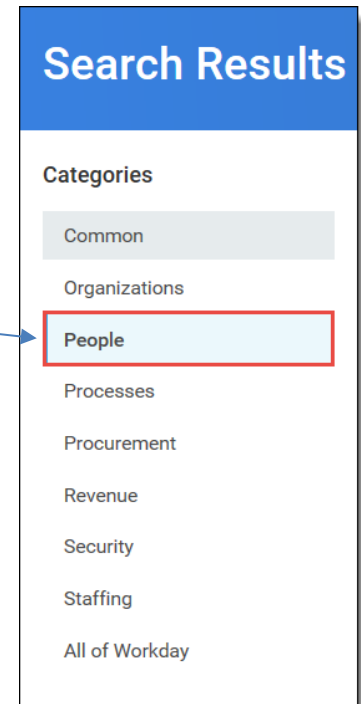


Workday makes it easy to search for people, tasks, reports, and business data using the Search field.



To find a worker, type their name into the *Search* field and press enter. From the search results, click *People* to filter the results to only display workers in your organization. Search categories are used to filter your search for faster, more accurate results.

For searching other types of information, you may use the category *All of Workday*, if your search isn't producing the results you are looking for.



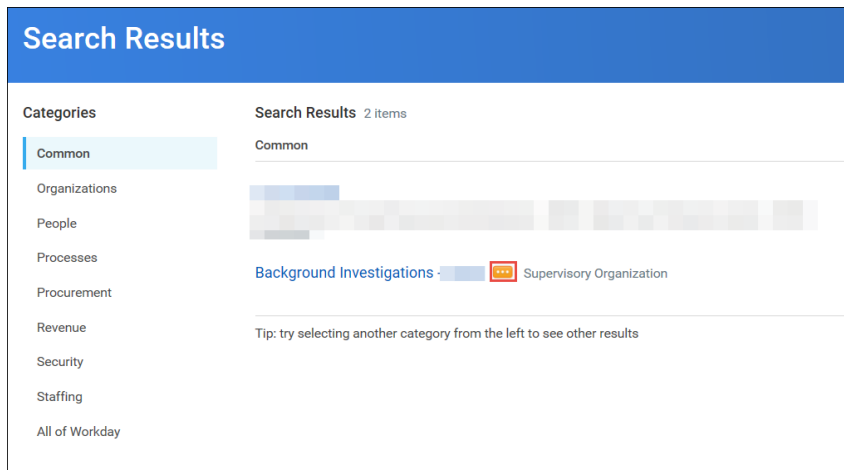
Additional Information: For more in-depth training, with step by step instructions and videos, visit [iLearn Oregon](#). For system issues, please contact Workday.help@oregon.gov

You can shorten words or names to find more matches. If you are looking for a person named “Summer Long” you can type “Sum Lon” in the search field. Keep in mind that searches find exact matches. If you misspell the search text, you will likely not see any results.

Search prefixes restrict the search results to a particular type of Workday object. Search prefixes are lowercase letters, followed by a colon. To see a list of all search prefixes available to you, enter a question mark (?) in the search field.



When the search results provide what you’re looking for, you can either initiate an action using the object’s Related Actions or click the link to see more information.



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