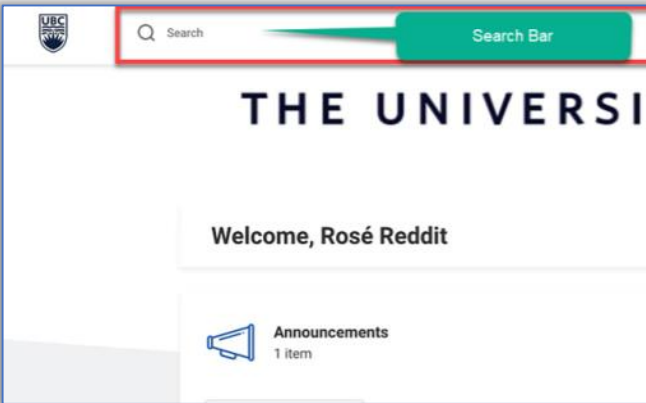
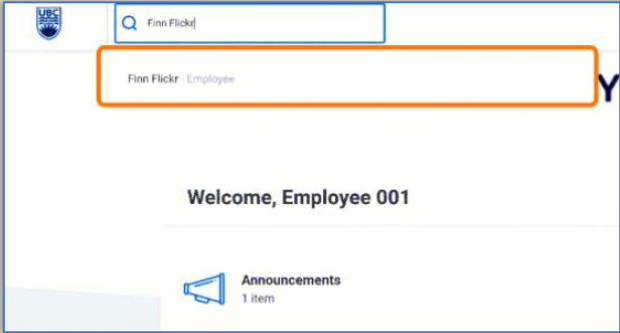
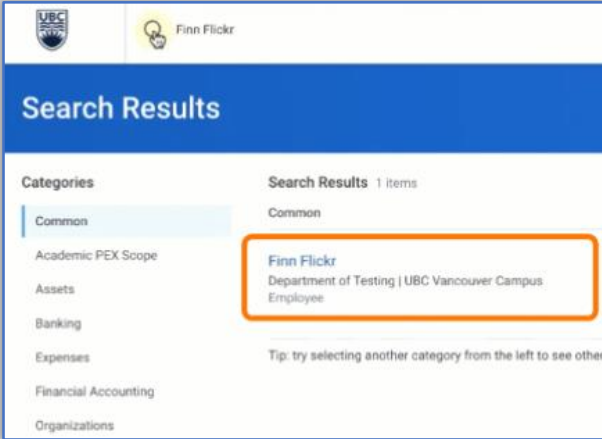




Workday Quick Guide: How to Search in Workday

| S/N | Step Instruction | Screenshot |
|-----|---|--|
| 1 | <ul style="list-style-type: none">Click on the search bar at the top left of the Home Page (Note: it can be used to search all of Workday) |  |
| 2 | <ul style="list-style-type: none">Predictive Results: Insert what you are searching for e.g. names of an employeeTo create an expense report, you can type the complete sentence in search, or simply type the first three letters of the phrase” |  |
| 3 | <ul style="list-style-type: none">Click on the search icon to show the results in further detail. |  |