

How to change search preferences in Workday

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Welcome!

In this guide, you will learn to change search preferences in Workday

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Welcome, Jennah Nguyen [C]	ŝŝ		
Inbox 0 items ··· Applications 2 items Image: Construction of the second of the s			
Go to Inbox			



Click on "Inbox Items"

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Inbox O items	Applications 2 items Contingent Workers Eam Performance



Click on "My Account"

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Q Search		↓ 🖻 ᅌ
		Jennah Nguyen [C] View Profile
Welcome, Jennah Nguyen [C]		Home
	Click on "My Account"	A My Account
Inbox	Applications 2 items	Favorites
U ilems		My Reports
	Contingent Workers Team Performance	Pocumentation Documentation Recovery Assistant Sign Out
Go to Inbox		



Click on "Change Preferences"

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Q Search		¢ 🖻 🗢
		My Account
Welcome, Jennah Nguyen [C]	Click on "Change Preferences"	Change Preferences
Inbox 0 items	Applications 2 items	Manage Trusted Devices View Signon History
Go to Inbox	Contingent Team Workers Performance	



Select the hamburger icon to look for available search preferences

Global Preferences		
Default Locale	English (United States) - en_US	
Preferred Locale	select one	
Default Display Language	English	
Preferred Display Language	select one	
Default Timezone	GMT-05:00 Eastern Time (New York)	
Default Hour Clock (from Locale)	12 hour	
Preferred Hour Clock	select one	
Enable Preferred Currency Reference View	\checkmark	
Default Currency	USD	
Preferred Currency		:=
Search Preferences		
Preferred Search Category		Select the hamburger icon to look for available search preferences
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Account Preferences		·
Mobile Carrier		: =
Preferred Home Page		:=
OK Cancel		



Select any one option

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ок са	ancel		





Click on "OK"

Global Preferences		
Default Locale	English (United States) - en_US	
Preferred Locale	select one	•
Default Display Language	English	
Preferred Display Language	select one	•
Default Timezone	GMT-05:00 Eastern Time (New York)	
Default Hour Clock (from Locale)	12 hour	
Preferred Hour Clock	select one	•
Enable Preferred Currency Reference View	\checkmark	
Default Currency	USD	
Preferred Currency		:=
Search Preferences		
Preferred Search Category	:=	
Account Preferences		
Mobile Carrier		∷≡
Preferred Home Page Click on "O	٢	:=
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Click on "Done"

Global Preferences	
Default Locale	English (United States) - en_US
Default Display Language	English
Default Timezone	GMT-05:00 Eastern Time (New York)
Default Hour Clock (from Locale)	12 hour
Enable Preferred Currency Reference View	Yes
Default Currency	USD
Search Preferences	
Preferred Search Category (empty)	
Account Preferences	
Preferred Home Page (err	npty)
Simplified View	
Show responsive layout for prompts	
Workflow Preferences	S
Email Address for Business Processes	
Suppress Inbox Exceptions	No
Default Inbox Filter	one"
Done	
Display a message when a background repo	ort completes Yes



Thank You!

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