

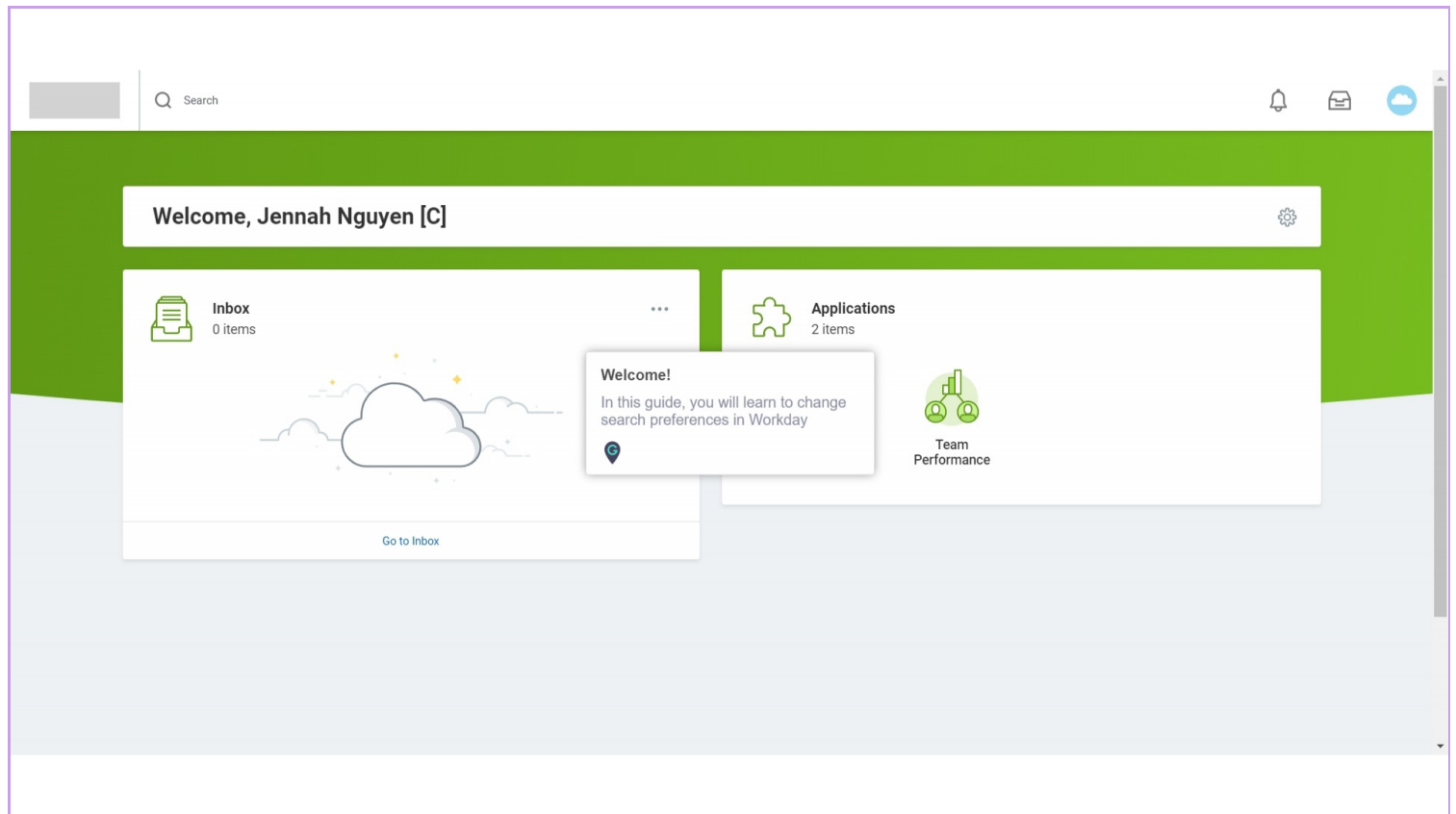


How to change search preferences in Workday

Step: 01

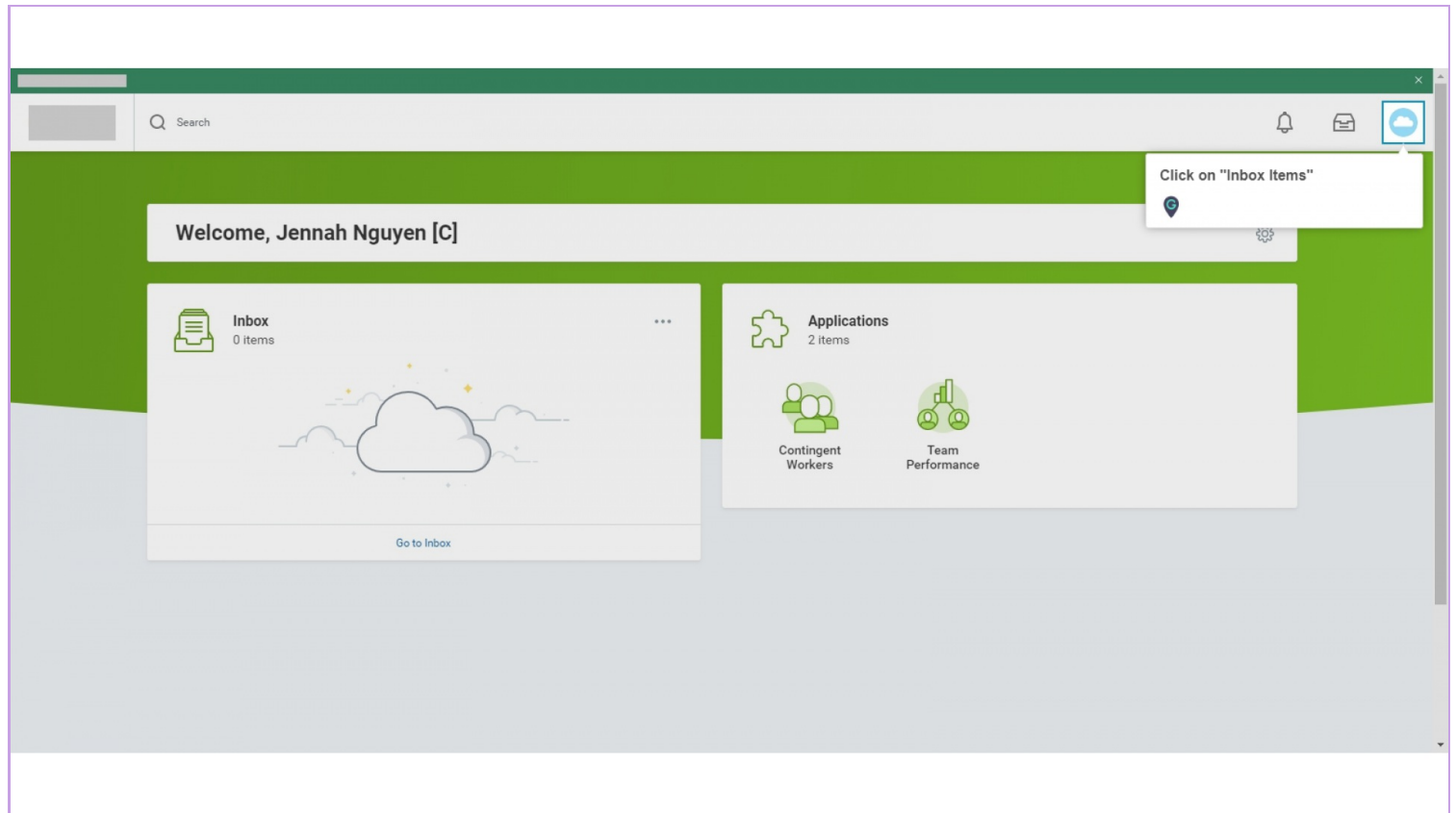
Welcome!

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



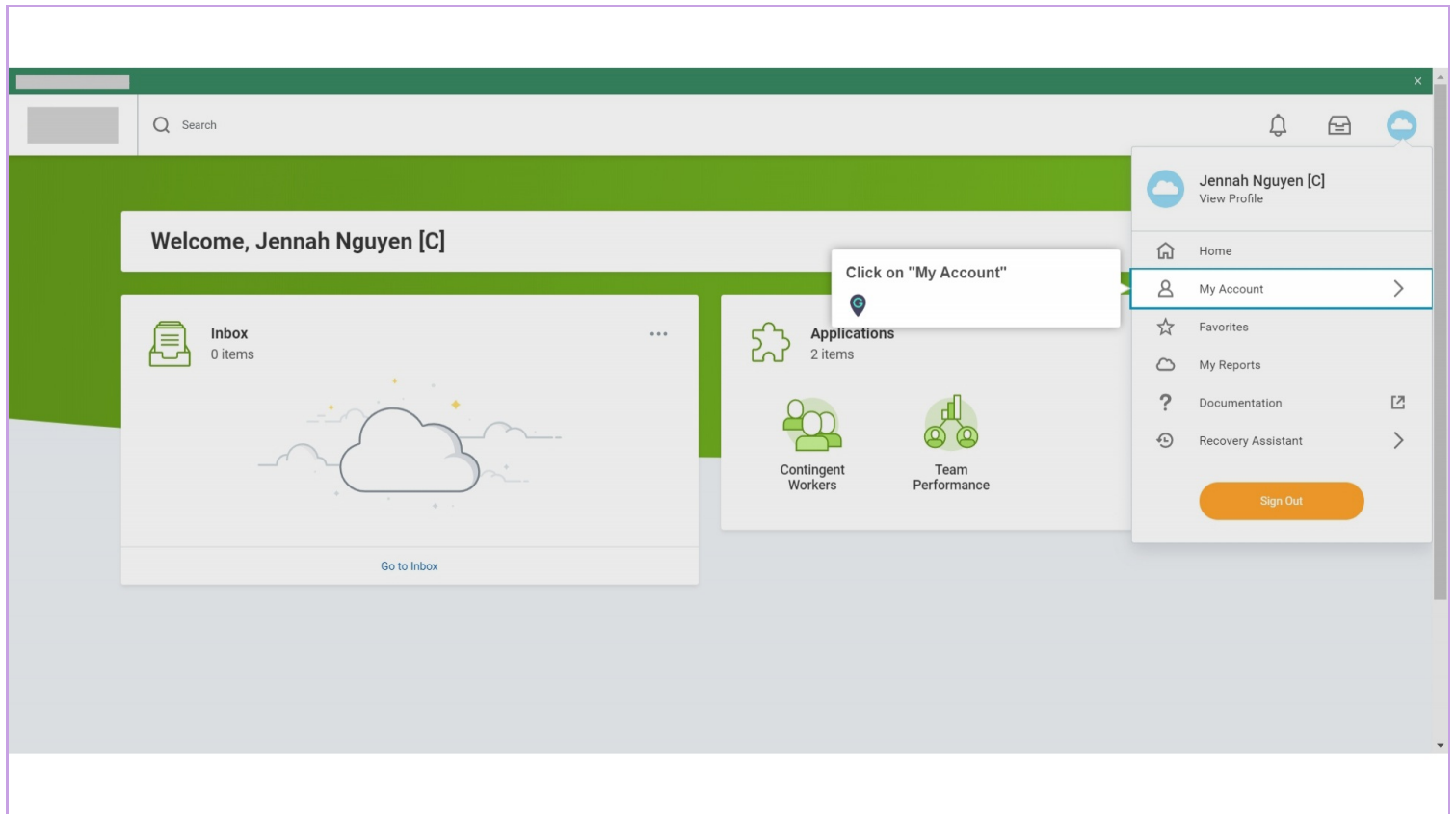
Step: 02

Click on "Inbox Items"



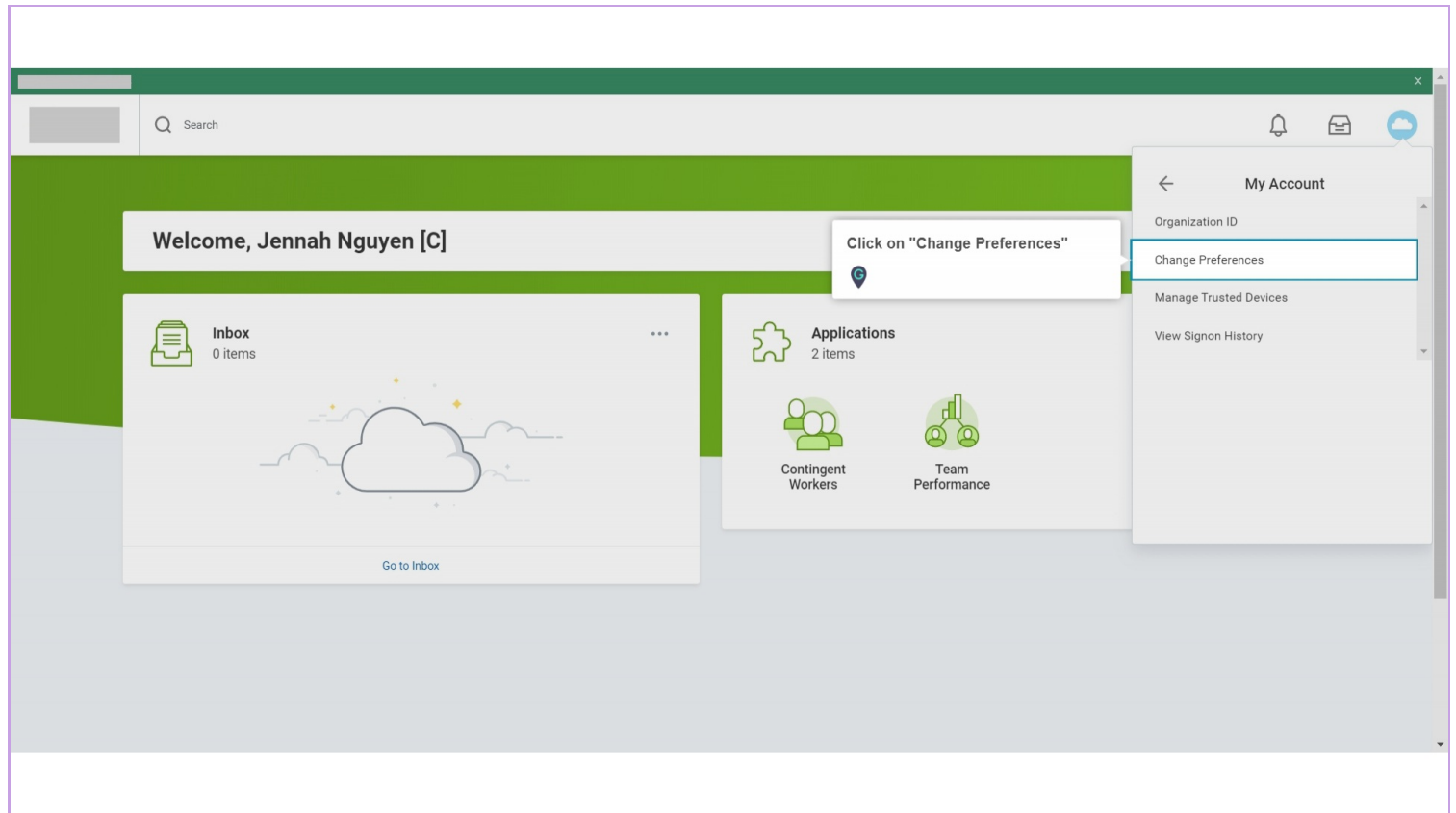
Step: 03

Click on "My Account"



Step: 04

Click on "Change Preferences"



Step: 05

Select the hamburger icon to look for available search preferences

Global Preferences

Default Locale English (United States) - en_US

Preferred Locale

Default Display Language English

Preferred Display Language

Default Timezone GMT-05:00 Eastern Time (New York)

Default Hour Clock (from Locale) 12 hour

Preferred Hour Clock

Enable Preferred Currency Reference View ☒

Default Currency USD

Preferred Currency

Search Preferences

Preferred Search Category

Select the hamburger icon to look for available search preferences

Account Preferences

Mobile Carrier

Preferred Home Page

Step: 06

Select any one option

Global Preferences

Default Locale

English (United States) - en_US

Preferred Locale

select one

Default Display Language

Select any one option

Preferred Display Language

Default Timezone

GMT-05:00 Eastern Time (New York)

Default Hour Clock (from Local Time)

Preferred Hour Clock

Enable Preferred Currency Reporting

Default Currency

Preferred Currency

Search Preferences

Preferred Search Category

search

Common

Processes

Procurement

Reporting

Revenue

Security

Staffing

All of Workday

Mobile Carrier

Preferred Home Page

OK

Cancel

Step: 08

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 (empty)

Simplified View

Show responsive layout for prompts

Workflow Preferences

Email Address for Business Processes

Suppress Inbox Exceptions No

Default Inbox Filter

Click on "Done"

Done

Display a message when a background report completes Yes

Thank You!

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