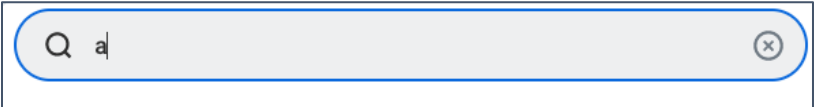


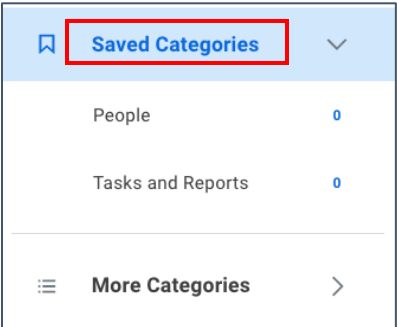
How to Configure Workday Search Settings

This job aid will show you how to configure and prioritize searches using the new user interface.

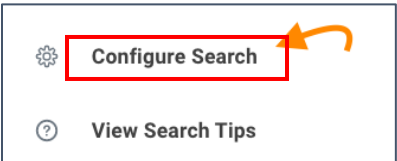
- 1. Login to [Workday](#)
- 2. Type any word into the search box and click Enter.



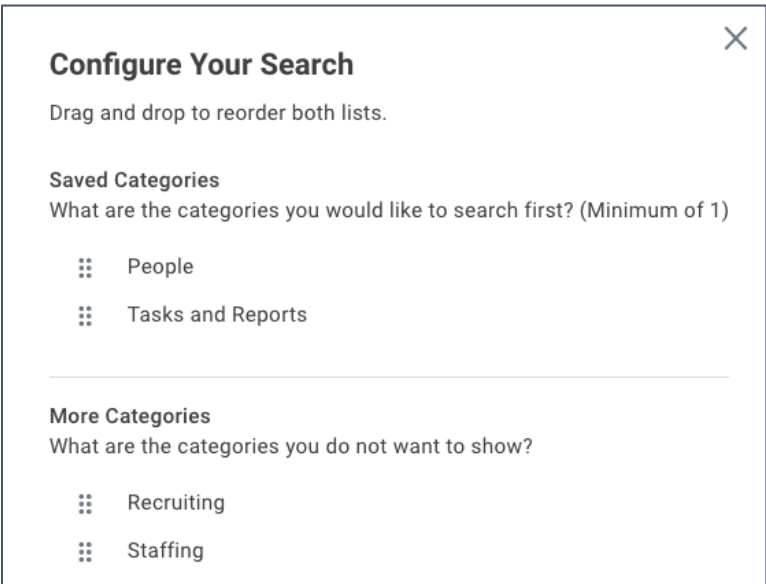
- 3. The **Saved Categories** menu will appear.



- 4. Click on the **Configure Search** gear icon at the bottom of the page.



- 5. Drag the category you want to save into the **Saved Categories** section.



- 6. Click **Save**.

