

# Navigating Workday Tips & Tricks

## General Navigation & Search

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To reach any location in Workday, **type the name** of the location in the **central search bar**.

When searching for an item, **you may type partial names or words**. Workday will list all items that contain what you type. However, typing abbreviations and initialisms is less likely to return results.

- Example: “nat sci” will return “National Science Foundation” in the results. “NSF” will not.

Set your search preferences to include all items—or you might not find what you need!

- Click your profile image; click **My Account**; click **Change Preferences**.
- Then, in the **Search Preferences** section, set the **Preferred Search Category** to “All of Workday.”
- Click **OK**.

Use search shortcuts. **To find a list of search shortcuts**, type a question mark in the search box and then hit “Enter” on your keyboard.

To **open additional Workday browser tabs** without changing your current tab:

- Use **CTRL/CMD + Click**, or click the middle button of your mouse and a new tab will appear in your browser
- You may also right-click on an item and select **See in New Tab**
- This can be done for any actionable item or (marked by blue font)

## Field Markers

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- Where **squares** appear, you may select **multiple** items.
- Where **circles** appear, you may only select **one** item.

## Managing Your Inbox

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Review every task sent to your inbox. Most items will require you to click “Submit” or “Save for Later” after review.

If you need to send the task to someone else, or if you need additional information:

- Open the task in your inbox.
- Click the gear wheel icon in the upper-right corner.
- Click the appropriate action:
  - Delegate Task
  - Reassign
  - View Details

## Quick Links

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- [UNO Workday Website](#)
- [Office of Research Workday Website](#)
- [Contact Office of Research](#)