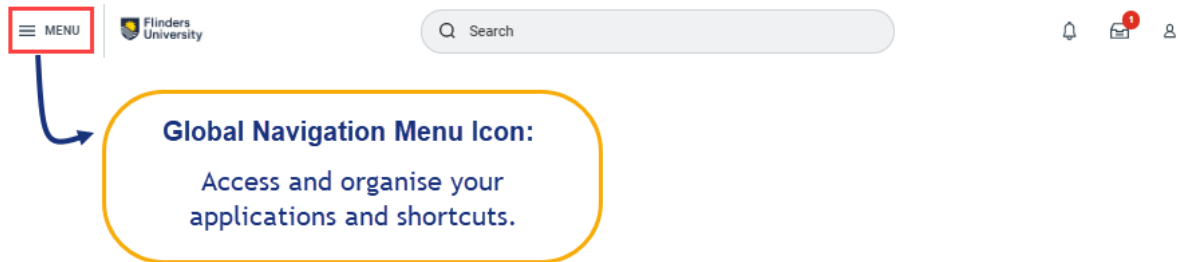
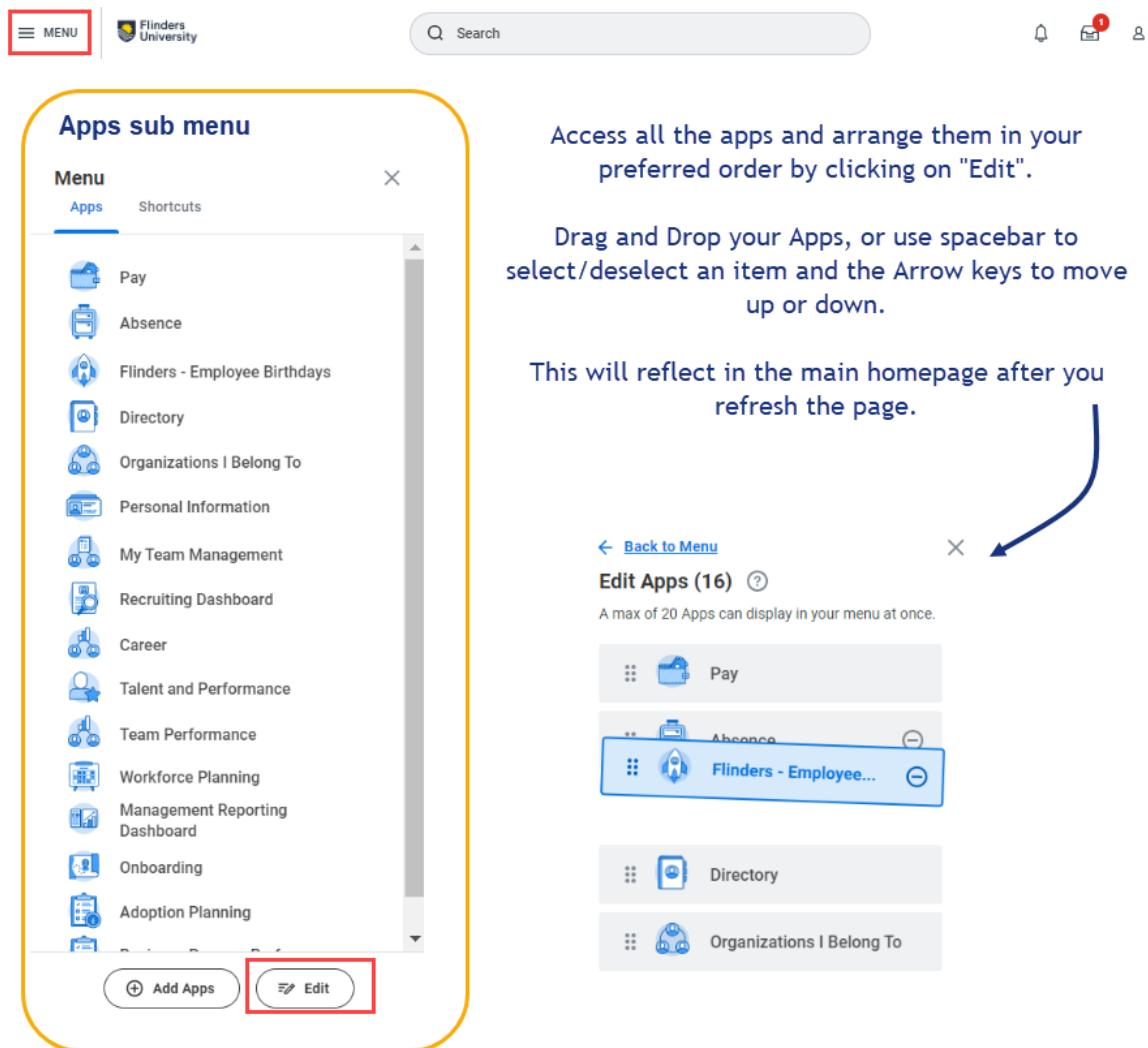


## GETTING TO KNOW THE NEW WORKDAY TODAY HOMEPAGE AND SEARCH EXPERIENCE

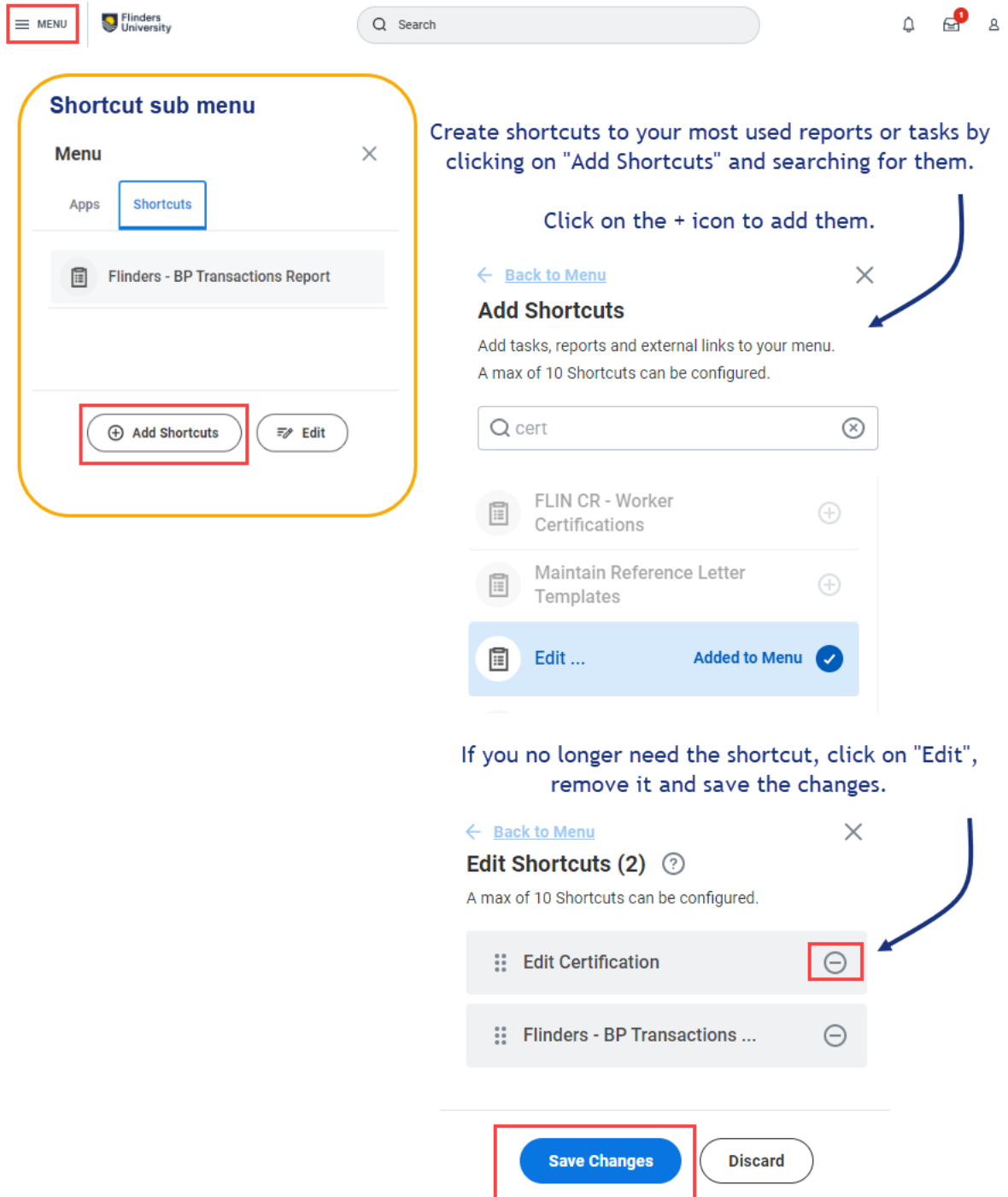
### New Global Navigation Menu:



### Reorder your apps:



## Add shortcuts:



**Shortcut sub menu**

Menu ×

Apps Shortcuts

Flinders - BP Transactions Report

**+** Add Shortcuts Edit

Create shortcuts to your most used reports or tasks by clicking on "Add Shortcuts" and searching for them.

Click on the + icon to add them.

[← Back to Menu](#) ×

**Add Shortcuts**

Add tasks, reports and external links to your menu.  
A max of 10 Shortcuts can be configured.

cert

FLIN CR - Worker Certifications +

Maintain Reference Letter Templates +

Edit ... Added to Menu ✓

If you no longer need the shortcut, click on "Edit", remove it and save the changes.

[← Back to Menu](#) ×

**Edit Shortcuts (2)** ?

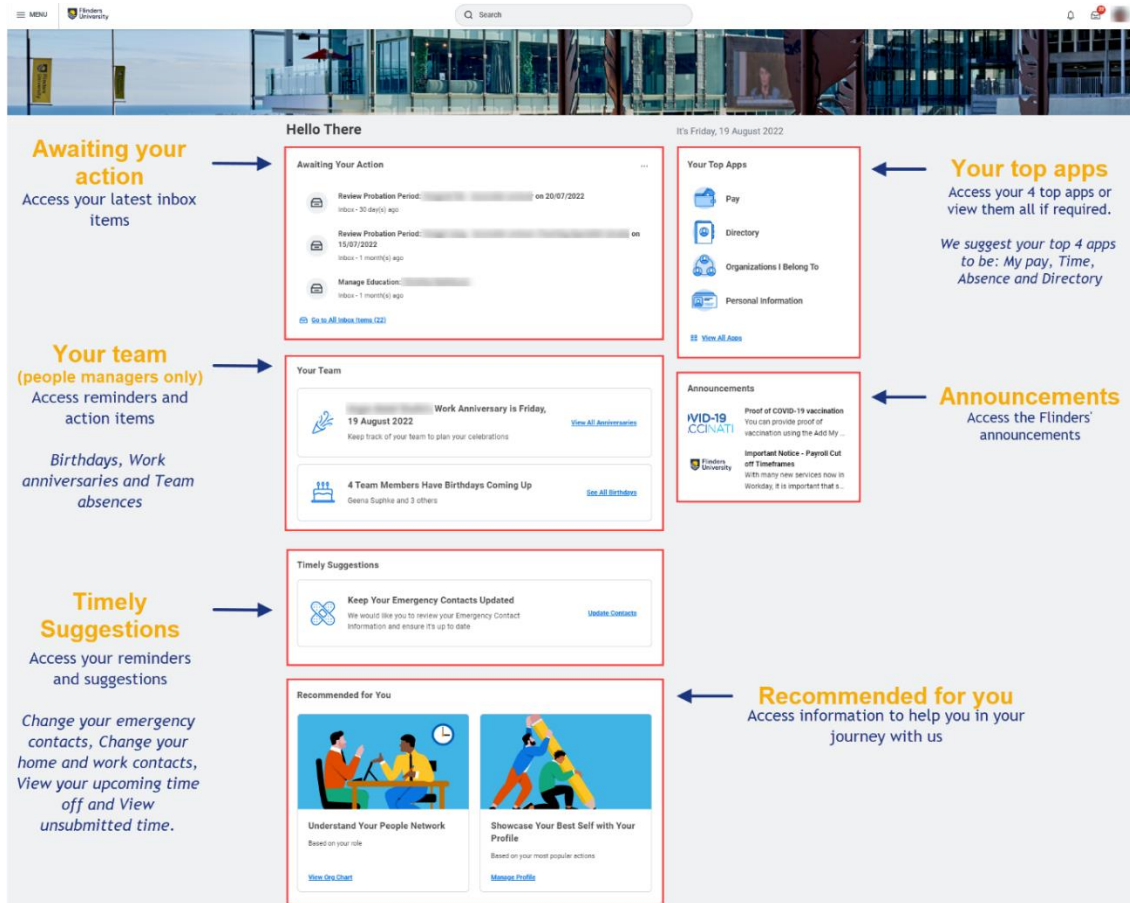
A max of 10 Shortcuts can be configured.

Edit Certification ⊖

Flinders - BP Transactions ... ⊖

**Save Changes** Discard

## Homepage:



**Awaiting your action**  
Access your latest inbox items

**Your team (people managers only)**  
Access reminders and action items  
*Birthdays, Work anniversaries and Team absences*

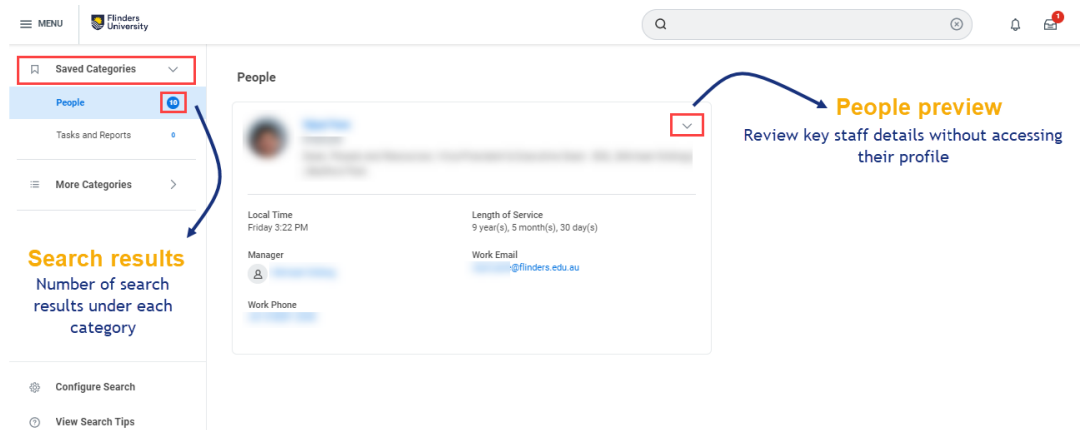
**Timely Suggestions**  
Access your reminders and suggestions  
*Change your emergency contacts, Change your home and work contacts, View your upcoming time off and View unsubmitted time.*

**Your Top Apps**  
Access your 4 top apps or view them all if required.  
*We suggest your top 4 apps to be: My pay, Time, Absence and Directory*

**Announcements**  
Access the Flinders' announcements

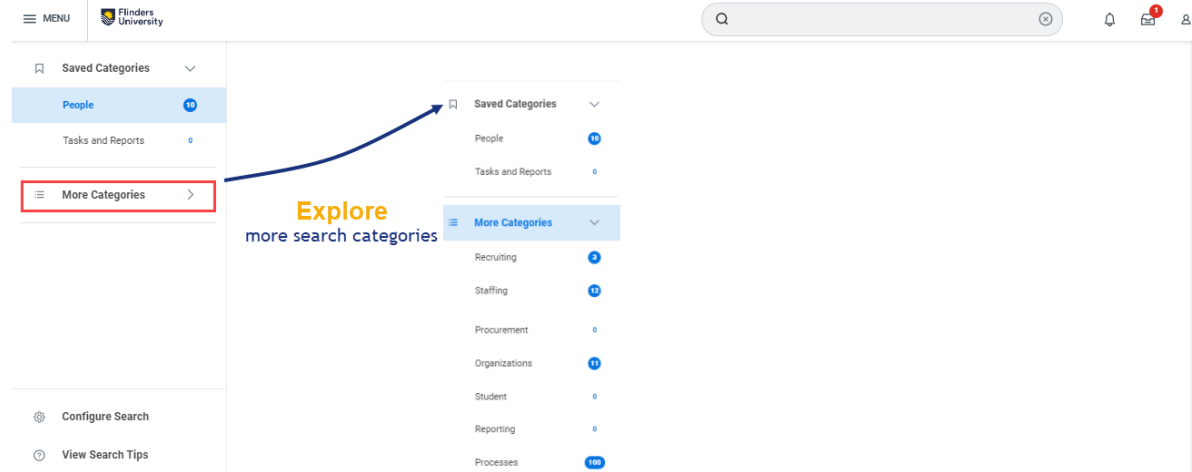
**Recommended for you**  
Access information to help you in your journey with us

## New Workday Federated Search Option:



**Search results**  
Number of search results under each category

**People preview**  
Review key staff details without accessing their profile



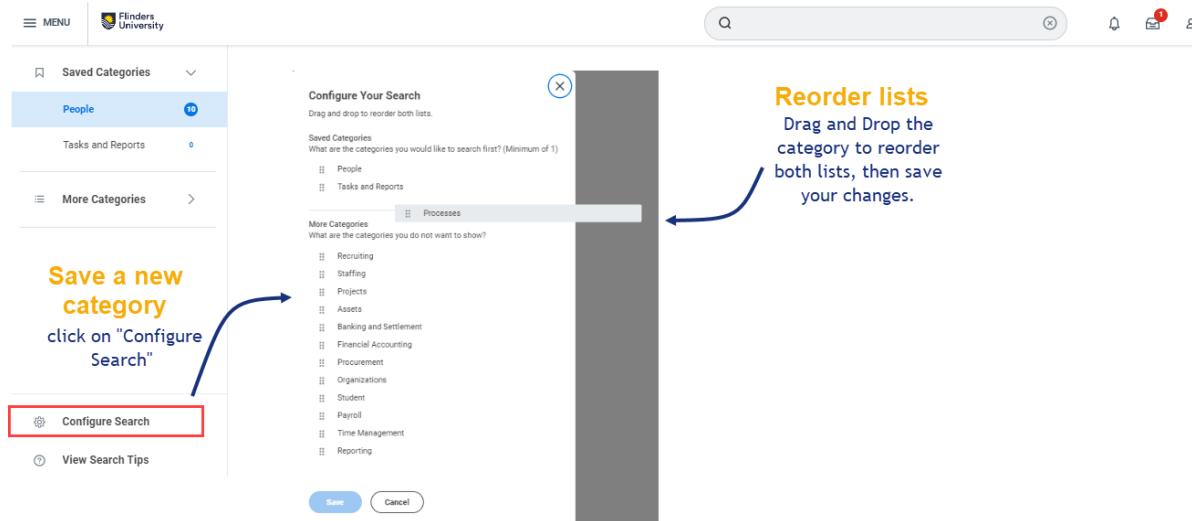
**Explore more search categories**

Flinders University

Search bar: Q

Left sidebar: Saved Categories (People: 10, Tasks and Reports: 0), More Categories, Configure Search, View Search Tips

Main area: Saved Categories (People: 10, Tasks and Reports: 0), More Categories (Recruiting: 2, Staffing: 10, Procurement: 0, Organizations: 1, Student: 0, Reporting: 0, Processes: 100)



**Save a new category**  
click on "Configure Search"

**Reorder lists**  
Drag and Drop the category to reorder both lists, then save your changes.

Flinders University

Search bar: Q

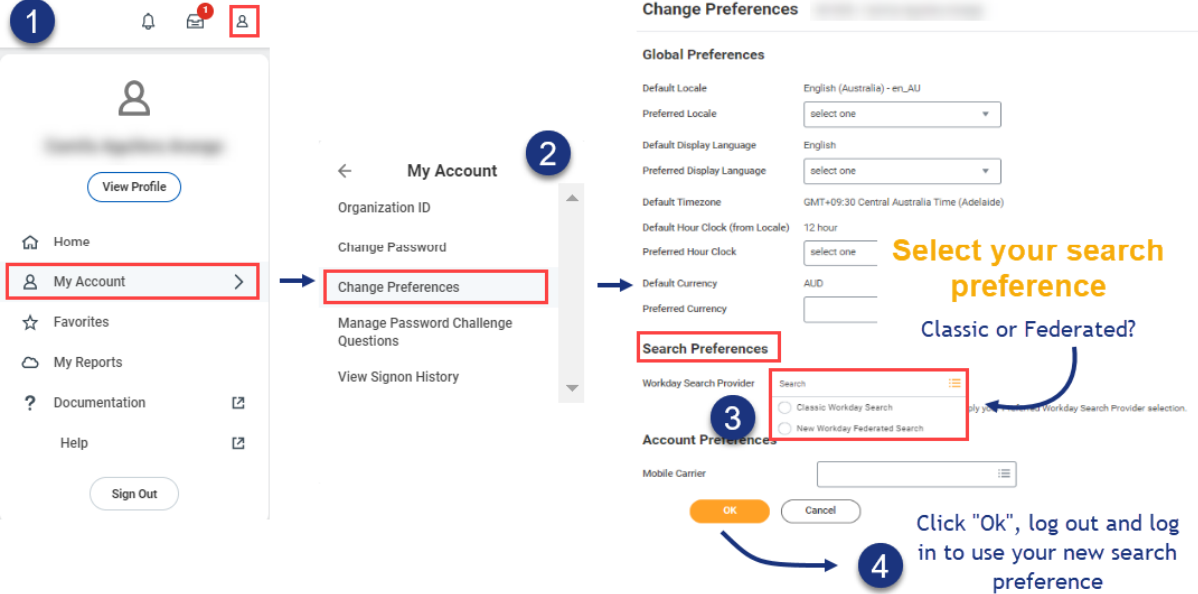
Left sidebar: Saved Categories (People: 10, Tasks and Reports: 0), More Categories, Configure Search, View Search Tips

Dialog: Configure Your Search (Drag and drop to reorder both lists.)  
 Saved Categories: What are the categories you would like to search first? (Minimum of 1)  
 - People  
 - Tasks and Reports  
 - Processes  
 More Categories: What are the categories you do not want to show?  
 - Recruiting  
 - Staffing  
 - Projects  
 - Assets  
 - Banking and Settlement  
 - Financial Accounting  
 - Procurement  
 - Organizations  
 - Student  
 - Payroll  
 - Time Management  
 - Reporting  
 Buttons: Save, Cancel

\*Common and All workday search categories are not available.

### Classic Search Option still available:

Users will have an option to choose – Classic Search OR Federated Search. Please note that Classic search is planned to be discontinued with no specific date yet.



The image shows a four-step process to change search preferences in the Workday system:

- 1**: Access the user profile menu in the top right corner of the Workday interface.
- 2**: Navigate to the 'My Account' page and click on 'Change Preferences'.
- 3**: In the 'Change Preferences' screen, under the 'Search Preferences' section, select either 'Classic Workday Search' or 'New Workday Federated Search'. A note asks 'Classic or Federated?'.
- 4**: Click the 'OK' button to save the changes. A note instructs: 'Click "Ok", log out and log in to use your new search preference'.