## Workday Updates FAQ 9.10.22

Use this FAQ to navigate updates related to Purchase Requisitions for Academic and Miller School of Medicine <u>https://workday.miami.edu</u>

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## **Home Page Icons** - How do I add My Requisitions and My Recent Purchase Orders?

1.	From the Workday home page, click <b>View All Apps</b> .	Your Top Apps
		My Recent Purchase Orders
		My Requisitions
		Purchases
		UM Quicklinks
		먦 <u>View All Apps</u>
2.	Click Edit. (Left column, bottom)	<b>=</b> <i>7</i> Edit
3.	Find <b>My Requisitions</b> and <b>My</b> Recent Purchase Orders, then	: My Requisitions
	drag them up to the top of the	
	appear on the home page.	( Add Apps
	TIP. If My Recent Purchase	Add Apps
	Orders does not appear in the	Personalize your menu with useful Apps.
	list, click Add Apps, type My Recent Purchase Orders and	Q my recent purchase orders
	click the "+". Then drag the icon up to the top 4.	My Recent Purchase Ord

4. Click Save Changes.	Save Changes
5. Close the Menu. (Upper middle)	Menu ×
6. Refresh the page	W     Home - Workday     ×       ←     →     C
7. The updated Top Apps will now appear.	Your Top Apps
	My Recent Purchase Orders
	My Requisitions
	Purchases
	UM Quicklinks

## **Search Box** – Why aren't requisitions appearing? How can I search All of Workday?

<ol> <li>From the search box, type configure search (saved categories also works) and hit the Enter key.</li> </ol>	Q configure search
2. Click <b>Configure Search</b> . (lower left corner of the screen)	ියි Configure Search
From the section labeled More Categories, find <b>Procurement</b>	Saved Categories What are the categories you would like to search first?
and drag it up to the top of	Procurement
the section labeled saved	# Expenses
TIP: Repeat drag for all frequently used apps.	People
	Tasks and Reports
	More Categories What are the categories you do not want to show?
	: Recruiting
	Staffing