## Workday Updates FAQ 9.10.22

Use this FAQ to navigate updates related to Purchase Requisitions for Academic and Miller School of Medicine

[https://workday.miami.edu](https://workday.miami.edu)

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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 **View All Apps**.

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<tr>
<td>- My Recent Purchase Orders</td>
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2. Click **Edit**. (Left column, bottom)

3. Find **My Requisitions** and **My Recent Purchase Orders**, then drag them up to the top of the list. Note only the first 4 apps will appear on the home page.

**TIP:** If **My Recent Purchase Orders** does not appear in the list, click **Add Apps**, type **My Recent Purchase Orders** and click the “+”. Then drag the icon up to the top 4.
4. Click **Save Changes**.

5. Close the Menu. (Upper middle)

6. Refresh the page

7. The updated Top Apps will now appear.

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

1. From the search box, type `configure search (saved categories)` also works and hit the **Enter** key.

2. Click **Configure Search**. (lower left corner of the screen)

3. From the section labeled *More Categories*, find **Procurement** and drag it up to the top of the section labeled *Saved Categories*. 
   **TIP:** Repeat drag for all frequently used apps.