

# Workday Inbox: Advanced & Saved Searches

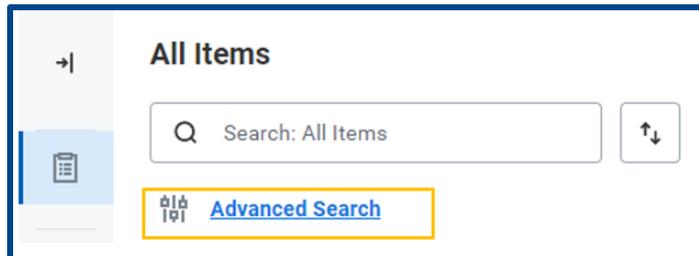
## SEARCH WORKDAY TASK INBOX

Workday has streamlined the task inbox by adding Advanced Search and Saved Search options. Advanced Search enables additional parameters for searches to find specific items in the Task and Archived inboxes. Saved Search enables reuse of a search of the Task inbox in the future.

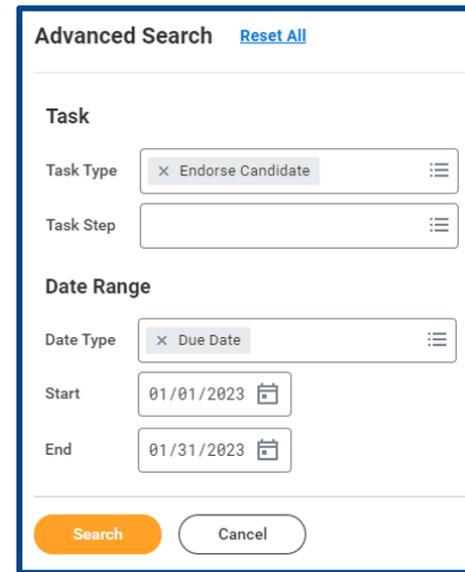
To access your Workday **My Task Inbox**, click the  icon in the top right of your screen.

### ADVANCED SEARCH

1. Click **Advanced Search** option below the search field on the left of your inbox screen.



2. Enter the search parameters in the available fields.



Note: Type and Step Task search is limited to the items in your inbox at the time of your search.

3. Click **Search**.
4. To remove the Advanced Search filter from your view, select the **All Items**  icon from the menu on the left of your screen.



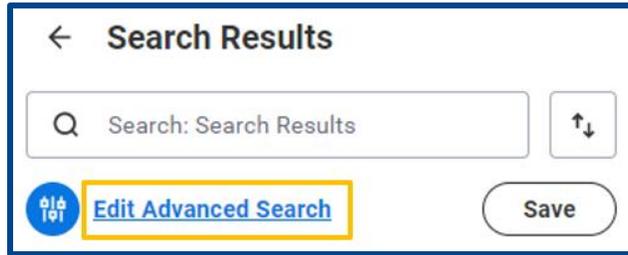
Note: Archived tasks are retained for a 90-day period. Date ranges for an Advanced Searches of Archived items will return tasks actioned in the last 90 days that meet the date type and range selected.

*Advanced Search archived tasks: select the **Archive**  icon from the menu on the left and complete steps 1 through 3 of this section.*

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## EDIT SEARCH PARAMETERS

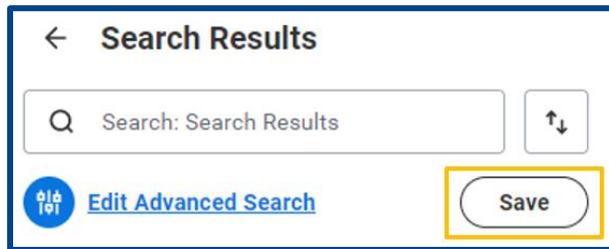
1. Click the **Edit Advance Search** option below the search field to reopen the search window. Update search parameters.



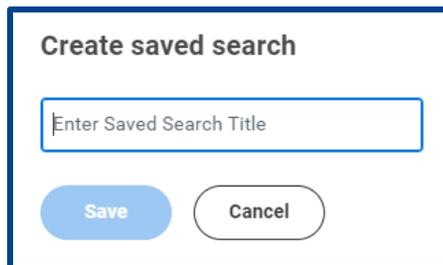
2. Click **Search**.

## SAVE A SEARCH

1. Click the **Save** option below the search field.



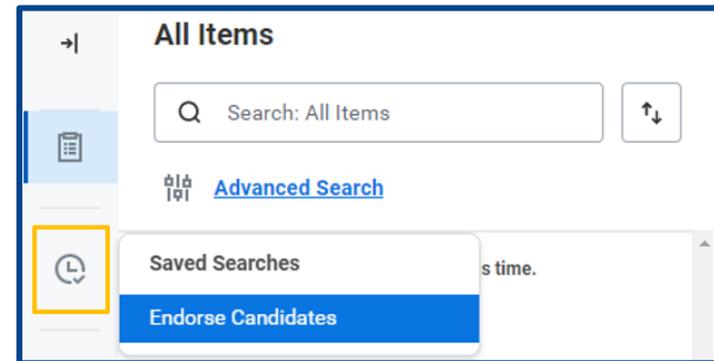
2. Enter a Search Title and click **Save**.



Note: Saved Search is not currently available for the Archive task inbox.

## RUN A SAVED SEARCH

1. Click the **Saved Searches** icon from the menu on the left of your screen.



2. Select the save search from the list to immediately run and view match tasks in your inbox.