MC MONTGOMERY COLLEGE

AI-Enhanced Simplified Search
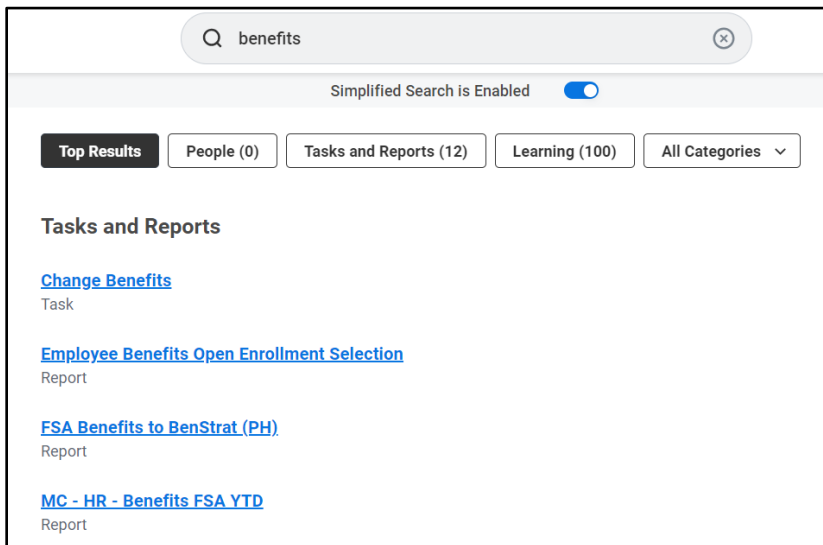*Workday Job Aid for Contingent Workers and Employees*

Overview

The AI-Enhanced Simplified Search enables you to find tasks and reports more quickly by integrating AI into the search user experience. This feature saves you time and effort by using AI to analyze your search query and then display the best-matching tasks and reports at the top of the search results.

AI Simplified Search

The new default setting for the search toggle in Workday is "**Simplified Search is Enabled**." When the Simplified Search toggle is enabled, the search results appear in categories as shown below. Click the category to see the search results for the category.

If the AI-enhanced search is not on by default, you can manually turn this feature on by clicking the toggle "Simplified Search is Disabled."
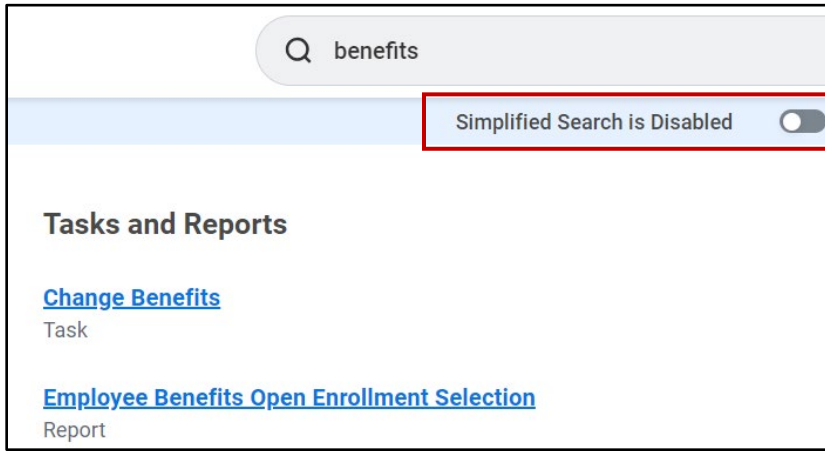

- **Top Results** provides the most relevant and personalized search results for the search query entered by the user.

- The new Workday Assistant summary powered by AI is in the Top Results section on the search results page. It provides personalized results for commonly searched queries such as "my team's hire date" and "my location."

- The **Tasks and Reports** category now displays as the first section below the Workday Assistant summary.

- The search categories are at the top of the search results page.

- Workday **Learning** is a new default category on the search results page if users have not yet customized their search categories.

- There is a new **All Categories** menu.

- The **View Search Tips** and **View Help Center** options are at the bottom of the search results page.

- The **Configure Search** option was renamed to **Edit Category Preferences** and is in the **All Categories** menu.

Remove AI Simplified Search

To turn off the simplified search using AI, click the "**Simplified Search is enabled**" toggle to disable the Simplified Search. The search results will then display a combined list of Tasks and Reports.

Note- the screen will display "**Simplified Search is Disabled.**"

Edit Category Preferences ⑦   ✕

Use drag and drop to customize your pinned search categories

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Pinned Categories (minimum of 1)

⠿   People

⠿   Tasks and Reports

⠿   Learning

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Unpinned Categories

⠿   Staffing

⠿   Projects

🔍   benefits

Simplified Search is Disabled   ⬤

Tasks and Reports

Change Benefits
Task

Employee Benefits Open Enrollment Selection
Report

Edit Category Preference

To change the search result category that displays and its order, do the following:

1. Once the simplified search is enabled, enter the search term, press enter, and click **All Categories**.

2. Click **Edit Category Preferences**. Then, drag and drop the categories in the desired order for pinned and unpinned categories.