

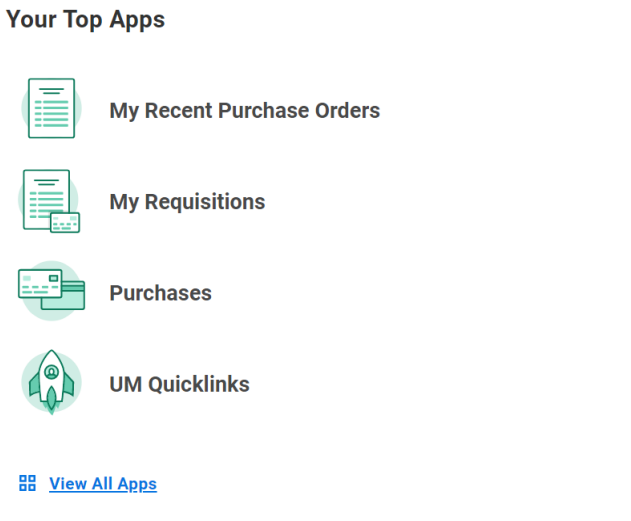

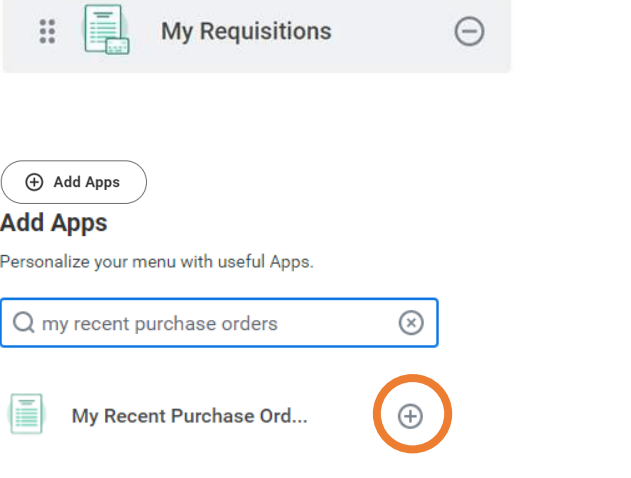
# Workday Updates FAQ 9.10.22



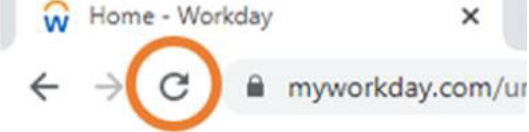
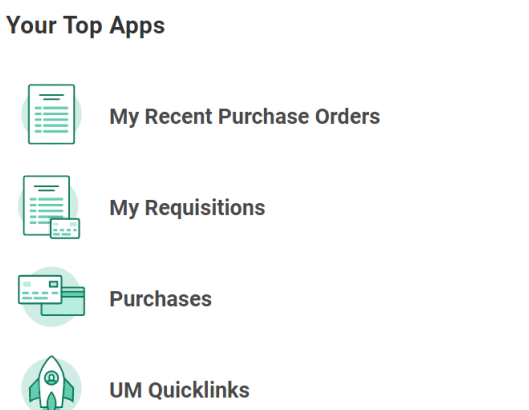
Use this FAQ to navigate updates related to Purchase Requisitions for Academic and Miller School of Medicine  
<https://workday.miami.edu>

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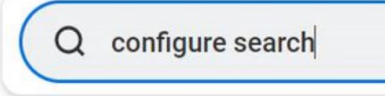

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## Home Page Icons - How do I add My Requisitions and My Recent Purchase Orders?

<p>1. From the Workday home page, click <b>View All Apps</b>.</p>	
<p>2. Click <b>Edit</b>. (Left column, bottom)</p>	
<p>3. Find <b>My Requisitions</b> and <b>My Recent Purchase Orders</b>, then drag them up to the top of the list. Note only the first 4 apps will appear on the home page.</p> <p><b>TIP:</b> If <i>My Recent Purchase Orders</i> does not appear in the list, click <i>Add Apps</i>, type <i>My Recent Purchase Orders</i> and click the "+". Then drag the icon up to the top 4.</p>	

4. Click <b>Save Changes</b> .	
5. Close the Menu. (Upper middle)	
6. Refresh the page	
7. The updated <i>Top Apps</i> will now appear.	

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

1. From the search box, type <b>configure search</b> ( <b>saved categories</b> also works) and hit the <b>Enter</b> key.	
2. Click <b>Configure Search</b> . (lower left corner of the screen)	
3. From the section labeled <i>More Categories</i> , find <b>Procurement</b> and drag it up to the top of the section labeled <i>Saved Categories</i> . <b>TIP:</b> Repeat drag for all frequently used apps.	