How to Search For TSMs/Team Members

Searching for TSMs/Team Members

To return to the *Workday Homepage*, click on the **Workday** icon at the top left of the screen.

Workday's Search Box:

Workday's *Search Box* is available on every page. It provides an easy way to locate people, organizations, tasks, reports and more. If you are not sure where to find information in a particular *Worklet*, type the task name or report you are looking for into the *Search Box*.

As you type, Workday filters your request offering several of the most common search results in a drop-down menu. Select one of these results, or click Q to see the search results on a separate page.   Improve search results by selecting the relevant *Category*.

When searching for other TSMs, your access to other TSM's information is very limited. Managers will see additional work-related data for the TSMs they manage.

You can also search for your own personal information. Type, *Address* in the search window to view a series of reports on the history of your address changes, a list of email addresses, your work and home addresses. Some of these reports are actionable and allow you to modify or add to your address information.

Searching for TSM/Team Member by Name:

From the *Search Box*, perform the following:
1. Enter the name of the person you are looking for in the *Search Box* and press *Enter/Return*
2. The search results will only provide information that you are able to access
   - The search result returns a list of available choices and will include the name of the *TSM*, *Job Title*, *Supervisory Org* and *Work Location*
   - If the TSM is a Manager, they will also be listed in the search results as the manager of their *Supervisory Org*
3. Click on the *hyperlink* of the name of the person or hover over the name to reveal the **Actions** button to view more information
4. Once you get the search results, click on the **Actions** button to initiate tasks or to get more information

Searching for TSM/Team Member by Organization:

Organizations in Workday include Cost Centers, Business Units, Divisions, Sales Areas, Sales Zones, Sales Regions and Companies.
From the *Search Box*, perform the following:
1. Enter the name of the organization of the person you are trying to find and press *Enter/Return*
2. The search results will only provide information that you are able to access
   - The search result returns all organizations associated with the search criteria *(i.e., Division, Cost Center or Supervisory Org)*
3. Click on the *hyperlink* of the name of the organization to view the list of members
4. Click on the *hyperlink* of the name of the person to view more information
5. Once you get the search results, you can also click on the **Actions** button to initiate tasks or for more information

Notes:
- Workday's *Search Box* is intuitive and predicts results. As you type in the *Search Box*, Workday will begin to filter your request and offer several of the most common search results in a drop-down menu.

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