

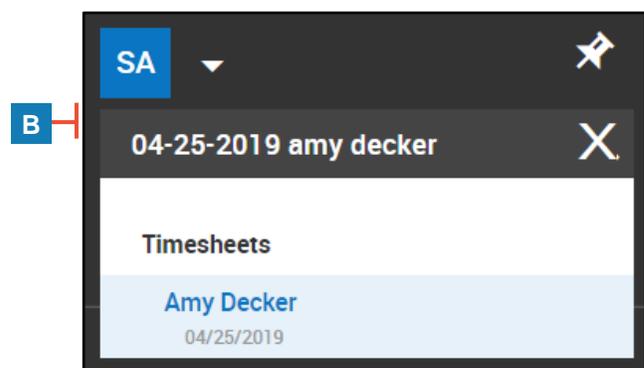
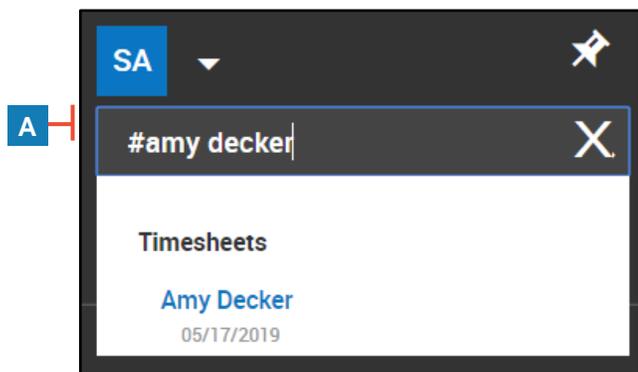


WFR Search Shortcuts

This job aid outlines simple shortcuts used within the WFR Menu Search feature that allow for direct navigation to specific menu items.

Navigate directly to an employee's timesheet

- A. Current Timesheet:** Type # in front of the employee's name to return the employee's current timesheet. *Ex: #Amy Decker*
- B. Date-specific Timesheet:** Type the desired date in front of the employee's name to return the employee's timesheet for the specified pay period. *Ex: 04/25/2019 Amy Decker*



Search by menu item path

Search results account for the menu item's path in addition to the menu item itself.

For example, a search of "schedule" returns items with "schedule" in the title such as *Work Schedules* and *Scheduled Event*.

In addition, the search returns items with "schedule" in the navigation path such as *Workday Breakdown Templates* and *Call Lists*.

