Using the WyoCloud Global Search

This guide will cover:

- Recommended preference settings for the global search.
- Using the global search within WyoCloud.

It is recommended to utilize the Navigator (three horizontal lines in upper left corner) as your primary tool for navigating between modules and functions within WyoCloud. However you may follow these steps as an alternate method of navigation between major areas of the system.

Setting Search Preferences

To log into WyoCloud from WyoWeb and set global search preferences.

- From the WyoCloud homepage the global search is located along the top center. It is recommended you adjust your default search preferences for best searching experience.
  - It is recommended you adjust your default search preferences for best searching experience. To do this click into the search bar, then click the gear icon in the upper right of the drop down.
First, you’ll want to ensure all available options in the Search Categories tab are checked. Specific options you see under this tab will vary based upon the security access you have in WyoCloud.

Select the Autosuggest Groups tab. It is recommended in this tab you click the following options: Last Search, Search Terms, Favorites, and Navigator.

Click OK.
Using Global Search from WyoCloud Homepage

The global search is located along the top menu of the WyoCloud homepage. The following are recommendations for the most effective use of the search. **In all cases type your desired search item into the search bar and wait for results to populate, DO NOT PRESS ENTER.**

- If one of the returned options appear under the heading of **Navigator**, this is most frequently the best result.
Using Global Search from within individual WyoCloud Modules

The global search can also be located from pages other than the WyoCloud homepage. In some cases additional features within the module display when searching from that module’s main page.

- To display the global search, click the magnifying glass in the upper right corner of any page within WyoCloud.

- Once expanded, the search functions in much the same way as from the homepage. However, from within modules you can frequently locate a quick link to actions completed within that module.
  - For example, within Time and Absence, you can Absence Balances – Me to access your own balances or Absence Balance if you are a manager to review the balance for member(s) of your team.