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1. In Workday - Search for Create Request

The screenshot shows the Workday interface with a search bar at the top right containing the text "create request". Below the search bar, the "Search Results" section displays 11 items. On the left, a "Categories" sidebar lists: Common, Assets, Budgets, Drive, and Endowments. The main results area is titled "Search Results 11 items" and lists the following items:

- Tasks and Reports
- Create Request
- Create Department Request
- Create Supplier Request

An inset window titled "Create Request" is overlaid on the bottom right. It shows a "Request Type" dropdown menu with the following options:

- All
- Form
- New Strategic Initiatives and Renovations and Renovation Projects Request
- OD Disability Accommodation Request (ADG)
- Outside Activity Report (Activity to Report)
- Outside Activity Report (No Activity to Report)
- Payroll-Absence Threshold
- Purchasing Card Request Form
- Sick Leave Pool Form
- Update In-Auxiliary Care and Chargeback Request Form

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