UNIVERSITY of West Georgia | Center for Business Excellence

Creating and Using Saved Searches

1. When using **Saved Search**, you will only have access to or be able to view the positions that you have authority for and within your department.

2. Human Resources can set up **Global** and **Group** searches that everyone can use. **Global** searches will be available to every user. A **Group** search will be available only to the group designated by Human Resources. A **Personal** search is a search that you have created for your own personal use. No one else will have access to this search.

3. To view the created and available searches, click on the **Open Saved Search** drop down. The available reports/searches will be identified as **Global**, **Group** or **Personal**. Simply click on the search that you would like to run.

4. You can also utilize the normal search window to type your search criteria to search words from any of the available positions. For example, "departmental" was entered and all of the positions that had the word departmental in the position was listed in the search results.

5. To create your own search, click on **More Search Options**.

6. You can add a variety of columns to be displayed within your search.

7. Once the search is created, you can click on **Save this Search** in order to save the search as a personal search. You can name the search whatever you choose.

8. When various searches are opened, you will find them displayed on the tabs as noted above the search data.

9. You can't edit a personal search that you have created however you can delete it altogether by clicking on the **X** symbol.