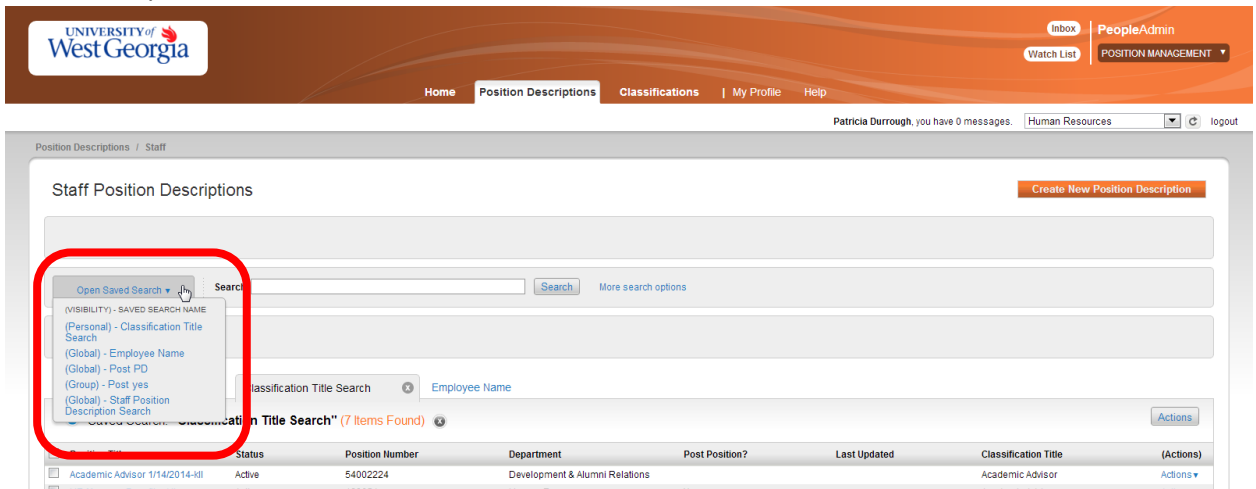
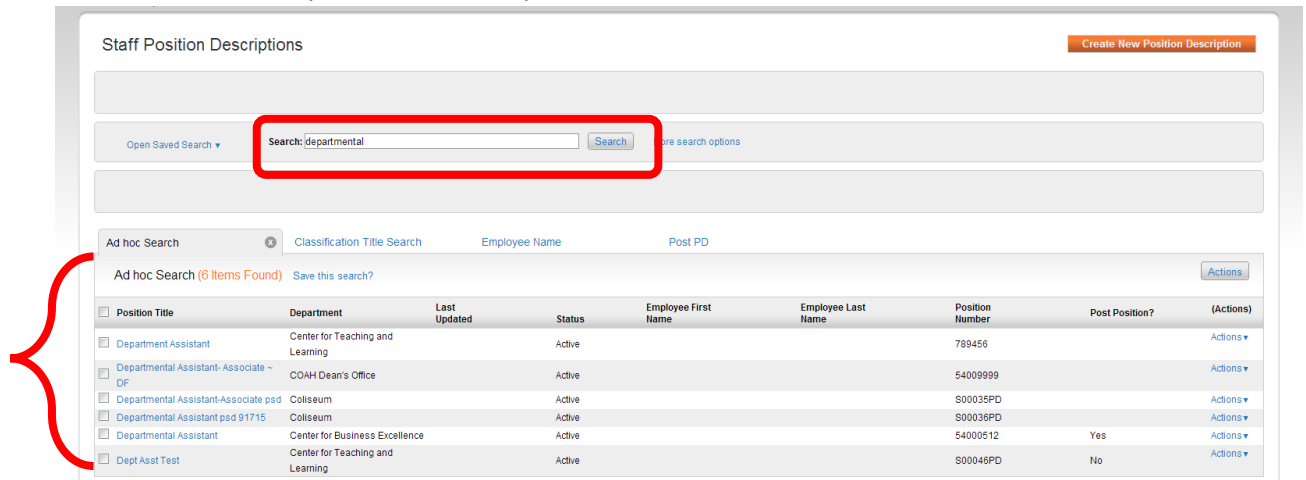


### Creating and Using Saved Searches

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**.

Staff Position Descriptions Create New Position Description

Open Saved Search ▾ Search: departmental Search **More search options**

Ad hoc Search Classification Title Search Employee Name Post PD

Ad hoc Search (6 Items Found) Save this search? Actions

<input type="checkbox"/>	Position Title	Department	Last Updated	Status	Employee First Name	Employee Last Name	Position Number	Post Position?	(Actions)
<input type="checkbox"/>	Department Assistant	Center for Teaching and Learning		Active			789456		Actions ▾
<input type="checkbox"/>	Departmental Assistant- Associate ~ DF	COAH Dean's Office		Active			54009999		Actions ▾
<input type="checkbox"/>	Departmental Assistant-Associate psd	Coliseum		Active			S00035PD		Actions ▾
<input type="checkbox"/>	Departmental Assistant psd 91715	Coliseum		Active			S00036PD		Actions ▾
<input type="checkbox"/>	Departmental Assistant	Center for Business Excellence		Active			54000512	Yes	Actions ▾
<input type="checkbox"/>	Dept Asst Test	Center for Teaching and Learning		Active			S00048PD	No	Actions ▾

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

Position Descriptions / Staff

Staff Position Descriptions Create New Position Description

Open Saved Search ▾ Search: departmental Search Hide search options

Add Column: Add Column

- Add Column
- BCAT
- Budget Amount for Position
- Budget Position Number
- Classification Title
- Created Date
- Created From
- Department ID
- Department Unit ID
- Position Description Status: Describe any budgetary responsibilities
- Describe the type of decisions this position makes and what are the consequences of error
- Discharge
- Disciplinary Action
- Does this position require any special certification/ license? If yes, please specify.
- Employee ID Number
- Estimated Hiring Date
- FLSA
- Funding Sources
- How many positions does this position supervise?
- Internal HR Notes

Ad hoc Search Classification

Ad hoc Search (6 Items Found) Save this search? Actions

<input type="checkbox"/>	Position Title	Department	Last Updated	Status	Employee First Name	Employee Last Name	Position Number	Post Position?	(Actions)
<input type="checkbox"/>	Department Assistant	Center for Teaching and Learning		Active			789456		Actions ▾
<input type="checkbox"/>	Departmental Assistant- Associate ~ DF	COAH Dean's Office		Active			54009999		Actions ▾
<input type="checkbox"/>	Departmental Assistant-Associate psd	Coliseum		Active			S00035PD		Actions ▾
<input type="checkbox"/>	Departmental Assistant psd 91715	Coliseum		Active			S00036PD		Actions ▾
<input type="checkbox"/>	Departmental Assistant	Center for Business Excellence		Active			54000512	Yes	Actions ▾
<input type="checkbox"/>	Dept Asst Test	Center for Teaching and Learning		Active			S00048PD	No	Actions ▾

- 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.

Faculty Position Descriptions

Open Saved Search Search Hide search options

Add Column: Add Column

Department: "ZING" Spirit Team, AAMI - Institutional Matching, AEC Project Services, Academic Affairs Faculty

Budget Position Number:

Ad hoc Search Post PD

Ad hoc Search (33 Items Found) Save this search? Actions

← Previous 2 Next →

Position Title	Department	Last Updated	Status	Post Position?	Created Date	(Actions)
Accountant 1	Honors Program		Active		February 28, 2013 at 02:07 PM	Actions
Departmental Assistant Associate Level	Honors Program		Active		March 13, 2013 at 10:19 AM	Actions
Vice President Finance ; fajdff;ajds flja s;dlf ja;slidf alsd fias dff; askdff;lasj dff ak;sdf;asdff; asdf fas;dlf asdlf; asdl; fas;df	Honors Program		Active		March 14, 2013 at 02:55 PM	Actions
Wollie	Honors Program		Active		March 14, 2013 at 03:54 PM	Actions
Athletic Mascot	Honors Program		Active		March 15, 2013 at 02:34 PM	Actions
Accounting Associate	Honors Program		Active		March 22, 2013 at 02:38 PM	Actions
Academic Advisor	Honors Program		Active		July 19, 2013 at 11:27 AM	Actions

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

Staff Position Descriptions

Open Saved Search Search Hide search options

Add Column: Add Column

Department: "ZING" Spirit Team, AAMI - Institutional Matching, AEC Project Services, Academic Affairs Faculty

Budget Position Number:

Position Description Status: Draft, Active, Locked, Inactive

Ad hoc Search Classification Title Search Employee Name Post PD

Found Search: "Classification Title Search" Home Search

Position Title	Status	Position Number	Department	Post Position?	Last Updated	Classification Title	(Actions)
Academic Advisor 1/14/2014-kill	Active	5400224	Development & Alumni Relations			Academic Advisor	Actions
HR Manager Benefits -kill	Active	123654	Human Resources	Yes		Academic Advisor	Actions

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

Position Descriptions / Staff

Staff Position Descriptions Create New Position Description

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Open Saved Search ▾ Search:  Search Hide search options

Add Column: Add Column ▾

Department:
 

- ZING - Spirit Team
- AAIM - Institutional Matching
- AEC Project Services
- Academic Affairs Faculty

Budget Position Number:

Position Description Status:
 

- Draft
- Active
- Locked
- Inactive

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Ad hoc Search Classification Title Search Employee Name Post PD

Saved Search: "Classification Title Search" (7 Items Found) ✕ Actions

<input type="checkbox"/>	Position Title	Status	Position N	Department	Post Position?	Last Updated	Classification Title	(Actions)
<input type="checkbox"/>	Academic Advisor 1/14/2014-kill	Active	54002224	Development & Alumni Relations			Academic Advisor	Actions ▾
<input type="checkbox"/>	HR Manager Benefits -kill	Active	123654	Human Resources	Yes		Academic Advisor	Actions ▾
<input type="checkbox"/>	Assitant Athletic Trainer-kill	Active		Administration			Assistant Athletic Trainer	Actions ▾