

**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 **Saved Searches** 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.

The screenshot shows the 'Staff Position Descriptions' page in the PeopleAdmin system. A red box highlights the 'Saved Searches' dropdown menu, which is open and shows a list of saved searches: '(Personal) - Classification Title', '(Global) - Post PD', and '(Global) - Staff Position Description Search'. Below the dropdown is a table of current positions.

Position Title	Department	Last Status Update	Status	Employee First Name	Employee Last Name	Position Number	Post Position?	Classification Title
Director of Human Resources Operations	Human Resources		Active	Rodney	Byrd	8697		Director of Human Resources Operations
Payroll Assistant - Senior	Human Resources		Active	Debra	Clefisch	9112		Payroll Assistant - Senior

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.

The screenshot shows the 'Staff Position Descriptions' page with a search for 'departmental' performed. A red box highlights the search input field containing the word 'departmental'. Below the search bar, an 'Ad hoc Search' window is open, showing a list of search results. A red bracket highlights the first four results.

Position Title	Department	Last Status Update	Status	Employee First Name	Employee Last Name	Position Number	Post Position?	Classification Title
Departmental Assistant - Intermediate	Human Resources		Active	Laura	Mayfield	5961	Yes	Departmental Assistant - Intermediate
Departmental Assistant - Senior	Human Resources		Active	Vickey	Pollard	8302	No	Departmental Assistant - Senior
Departmental Assistant 041816	Human Resources		Active			S00101PD	Yes	Departmental Assistant - Associate
Departmental Assistant 050516	Human Resources		Active	Taylor	Swift	S00102PD	Yes	Departmental Assistant - Associate

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

Position Descriptions / Staff

Patricia Durrough, you have 0 messages. Current Group: Initiator logout

## Staff Position Descriptions

[+ Create New Position Description](#)

Saved Searches  Search **More Search Options**

Ad hoc Search  Classification Title Post PD

Ad hoc Search **4** Save this search? [Actions](#)

<input type="checkbox"/>	Position Title	Department	Last Status Update	Status	Employee First Name	Employee Last Name	Position Number	Post Position?	Classification Title	<a href="#">Actions</a>
<input type="checkbox"/>	Departmental Assistant - Intermediate	Human Resources		Active	Laura	Mayfield	5961	Yes	Departmental Assistant - Intermediate	<a href="#">Actions</a>
<input type="checkbox"/>	Departmental Assistant - Senior	Human Resources		Active	Vickey	Pollard	8302	No	Departmental Assistant - Senior	<a href="#">Actions</a>

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

Position Descriptions / Staff

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## Staff Position Descriptions

[+ Create New Position Description](#)

Saved Searches  Search **Hide Search Options**

Ad hoc Search  Classification Title Post PD

Ad hoc Search **4** Save this search? [Actions](#)

Add Column: Add Column

Department: Add Column

Position Description Status:

- BCAT
- Budget Position Number
- Budget Salary for Position
- Created Date
- Created From
- Department ID
- Department Unit ID
- 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
- Estimated Hiring Date
- FLSA
- Funding Source
- How many positions does this position supervise?
- Name of Employee Being Replaced
- Nature of Work

- 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.

Position Descriptions / Staff

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## Staff Position Descriptions

[+ Create New Position Description](#)

Saved Searches  Search **More Search Options**

Ad hoc Search  Classification Title Post PD

Ad hoc Search **4** Save this search? [Actions](#)

<input type="checkbox"/>	Position Title	Department	Last Status Update	Status	Employee First Name	Employee Last Name	Position Number	Post Position?	Classification Title	<a href="#">Actions</a>
<input type="checkbox"/>	Departmental Assistant - Intermediate	Human Resources		Active	Laura	Mayfield	5961	Yes	Departmental Assistant - Intermediate	<a href="#">Actions</a>
<input type="checkbox"/>	Departmental Assistant - Senior	Human Resources		Active	Vickey	Pollard	8302	No	Departmental Assistant - Senior	<a href="#">Actions</a>

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

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Position Descriptions / Staff

## Staff Position Descriptions + Create New Position Description

Saved Searches  Search Q More Search Options

Ad hoc Search Classification Title X Post PD

\*Classification Title\* 22 Actions

<input type="checkbox"/>	Position Title	Department	Last Status Update	Status	Employee First Name	Employee Last Name	Position Number	Post Position?	Classification Title	Actions
<input type="checkbox"/>	Director of Human Resources Operations	Human Resources		Active	Rodney	Byrd	8697		Director of Human Resources Operations	Actions
<input type="checkbox"/>	Payroll Assistant - Senior	Human Resources		Active	Debra	Clefisch	9112		Payroll Assistant - Senior	Actions
<input type="checkbox"/>	Payroll Accountant	Human Resources		Active	Barbara	Colquitt	9026		Payroll Accountant	Actions
<input type="checkbox"/>	Payroll Assistant - Senior	Human Resources		Active	Teresa	Potts	9285	No	Payroll Assistant - Senior	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.

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Position Descriptions / Staff

## Staff Position Descriptions + Create New Position Description

Saved Searches  Search Q More Search Options

Ad hoc Search Classification Title X Post PD

\*Classification Title\* 22 Actions

<input type="checkbox"/>	Position Title	Department	Last Status Update	Status	Employee First Name	Employee Last Name	Position Number	Post Position?	Classification Title	Actions
<input type="checkbox"/>	Director of Human Resources Operations	Human Resources		Active	Rodney	Byrd	8697		Director of Human Resources Operations	Actions
<input type="checkbox"/>	Payroll Assistant - Senior	Human Resources		Active	Debra	Clefisch	9112		Payroll Assistant - Senior	Actions
<input type="checkbox"/>	Payroll Accountant	Human Resources		Active	Barbara	Colquitt	9026		Payroll Accountant	Actions