Quick Reference Guide: Saving a PeopleAdmin 7 Search

Instructions: Use the following steps to save a search. Searches are useful to limit or expand the amount of results within a position type. Every page that presents a list of items also provides search tools to help you find what you’re looking for.

1. **Type** a search query in the search field.

   ![Search Field]

   **Note:** Text search is not case sensitive.

2. Define a search by **adding or removing columns** from the posting or position description.

   ![Add Column Screen]

3. Sort the position of columns by clicking on the arrows that appear when **hovering over** the column name.

   ![Column Sorting]

   **Right or Left Arrows:** rearrange the columns.
   **Up or Down Arrows:** Change the sort to ascending or descending.

4. Click **save this search** to retain the search criteria and table format.

   ![Save Search Dialogue Box]

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5. Name the search and select whether it is saved as the default search for the position type.

To retrieve a saved search, simply select the position type and choose to Open Saved Search:

To remove or delete a saved search you have saved, click the gray “X” (as shown below):