

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.

Note: Text search is not case sensitive.

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

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

| <input type="checkbox"/> Position Title | Posting Number | ← → ↑ ↓ x |
|---|----------------|-----------|
| <input type="checkbox"/> Extension Program Assistant I | 40007M | |
| <input type="checkbox"/> Secretary III for World Cultures Dept. | 40004M | |

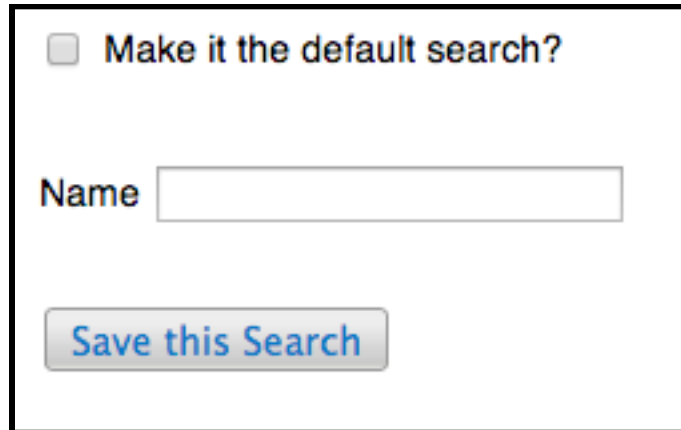
Right or Left Arrows: rearrange the columns.

Up or Down Arrows: Change the sort to ascending or descending.

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

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

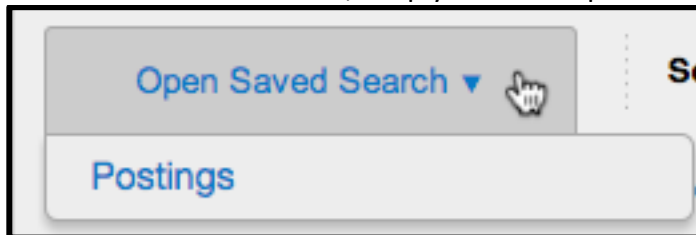


Make it the default search?

Name

Save this Search

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):

