

Search Reference Guide

For Staff and Faculty Positions

January 2013

New Feature A significant change in PA 7 is the search feature which allows a user to develop real-time reporting searches targeted to their needs and then to export the results immediately to Excel.

Every page in PA 7 that presents a list of items may be searched.

1. Keyword Search:

Search:

Type the keyword in the **Search** field and **Search**.

Searches can be customized to your needs or you may use searches that have been saved by HR for the use of specified user groups or all with access to PA 7.

2. Add Column:

Brings a drop-down list of all fields relevant to your search, i.e., all fields in an application for applicants; all fields in a posting for a list of postings; all fields in a job description

for a list of job descriptions; etc.

3. Remainder of Search Criteria:

These are filters and will vary with the kind of search, i.e., applicants, posting, etc. **Ctrl** allows you to select more than one for filter.

Department:

4. Appearance of Data:

<input type="checkbox"/> Working Title	Active Applications	Posting Number	Department	Workflow State	Last Updated	(Actions)
<input type="checkbox"/> Professor of Law	13	050723	- College of Law-0899	Closed	July 13, 2006 at 12:38 pm	Actions▼

Sort column in **ascending** order ↓

Sort column in **descending** order ↑

Delete column X

Move column **right** →

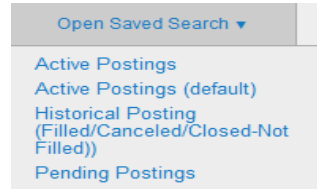
Move column **left** ←

Once a column has been changed, a new search has been created and unless saved, will not again be accessible.

5. Saved Search:

Searches you create or modify are created for your personal use. You will be prompted with [Save this search?](#)

All Saved Searches, whether created as a personal search, or created by HR for a larger group, that are related to the list will appear in [Open Saved Search](#).



6. **Exporting Results to Excel:** Select [Export Results](#) from [Actions](#) on left side of screen.

7. **Additional Help:** For additional assistance in creating, modifying and saving searches, go to [Home](#) [Postings](#) [Hiring Proposals](#) | [My Profile](#) [Help](#) and select **Help**. Select [General Information](#) from the menu and choose [Searching and Saving Searches](#).