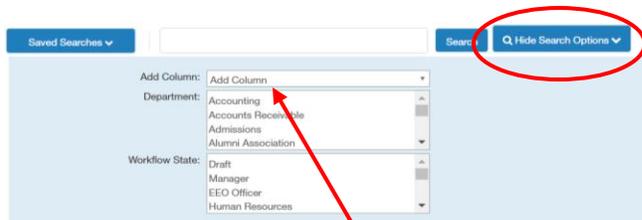


Saved Searches allow users to save search settings, columns, column order, and sorting for repeated use.

You can export the results of a Saved Search for reporting purposes, although there is a row limitation of 1,000 rows of data that can be retrieved by using Saved Searches. Saved Searches can be created in any area of the system – Positions, Postings and Applicants.

1. To create a saved search, start by modifying an existing saved search.

Select **More Search Options**.



Ad hoc Search × All Postings

Ad hoc Search 11 Save this search? Actions

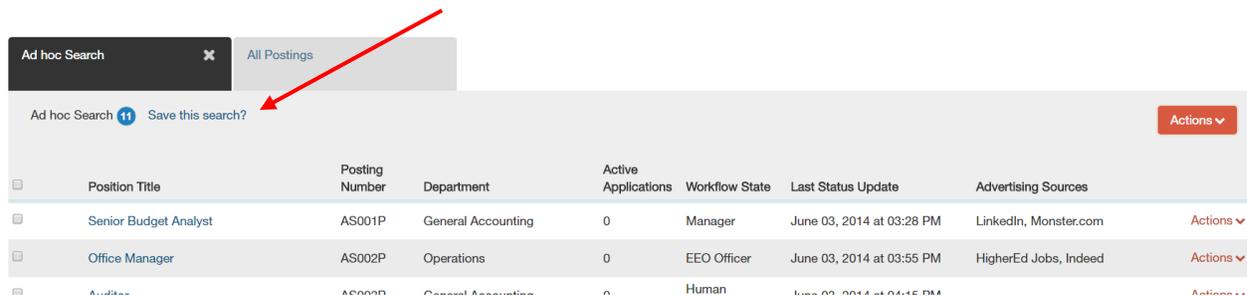
<input type="checkbox"/>	Position Title	Posting Number	Department	Active Applications	Workflow State	Last Status Update	Advertising Sources	Actions
<input type="checkbox"/>	Senior Budget Analyst	AS001P	General Accounting	0	Manager	June 03, 2014 at 03:28 PM	LinkedIn, Monster.com	Actions
<input type="checkbox"/>	Office Manager	AS002P	Operations	0	EEO Officer	June 03, 2014 at 03:55 PM	HigherEd Jobs, Indeed	Actions

2. The system now presents an **Add Column** drop-down indicating fields that can be added to the search.

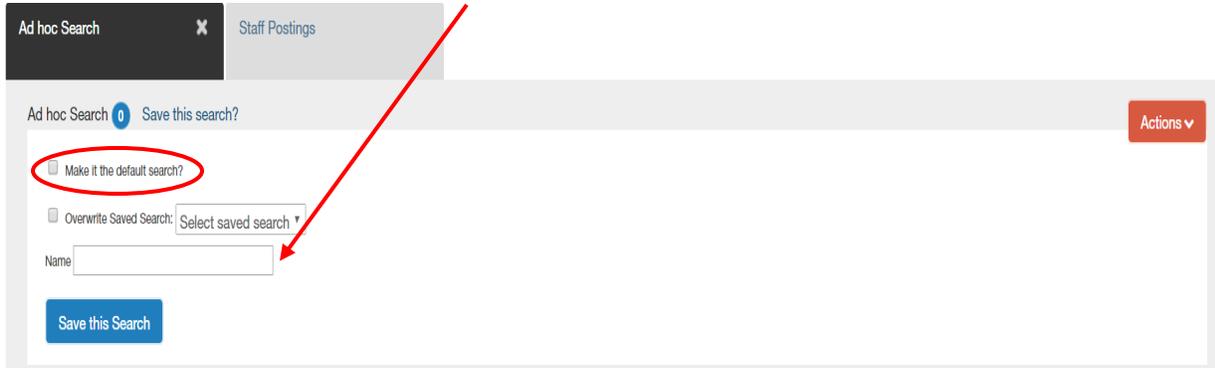
3. Highlight the desired field to be added.

The newly added column will appear next to the Action column on your page.

4. To save the search, select **Save this search?**



5. Provide the search with a name.



The screenshot shows the 'Ad hoc Search' interface. At the top, there are two tabs: 'Ad hoc Search' (active) and 'Staff Postings'. Below the tabs, there is a header area with 'Ad hoc Search' and a 'Save this search?' button. A red circle highlights the checkbox labeled 'Make it the default search?'. Below this, there is a dropdown menu for 'Overwrite Saved Search' with the text 'Select saved search'. A red arrow points from the 'Make it the default search?' checkbox to the 'Name' input field. At the bottom, there is a blue button labeled 'Save this Search'.

peopleadmin.com/hr/postings?utf8=✓&cs%5B%5D=&position\_type\_id=2&tab=8&job\_application\_id=&connect\_with=&action\_definition\_id=&commit=Search&s%5Bborder%5D=&s%5Bcolumns%5D%5B%5D=&s%5Bcolumns%5D%5B%5D=535&s%5Bcolumns%5D%

6. Select the check next to **Make it the default search?**
7. Select **Save this Search**.

Toggle over **Saved Searches**. The new search created will now appear. The search is also now open and appears as one of the tab options. If you click on the Red Action button you will be able to export your results.