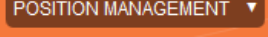
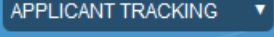










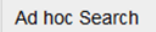

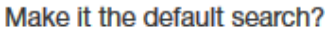


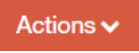



AppState Careers

Quick Steps – Saving a Search

Saving a Search

- Step 1. Select  or  from the drop down (upper right of screen).
- Step 2. Change to the desired Current Group (Data Entry, Supervisor, etc.). . You will receive a message indicating that you are now viewing as a member of the group you selected. Click the message box to close it.
- Step 3. Select the desired action (Position Descriptions if you chose Position Management or Postings/Hiring Proposals if you chose Applicant Tracking) and select the type from the list (SHRA, EHRA Non Faculty, etc.).
- a. **Note:** *SHRA Position Actions or EHRA Position Actions will display all positions with an action whereas SHRA or EHRA shows only those approved.*
- Step 4. Create a new search:
- a. Enter your desired keyword and click . Your results will display at the bottom of the screen.
- b. Click  to add more columns and set defaults.
- c. From the Add Column drop down list  you can select columns to add to the search results. Add as many as desired.
- d. If you are searching SHRA Position Descriptions or EHRA Non Faculty Position Descriptions, you can select a desired Department to create a departmental search.
- e. You can now move columns around into desired positions (or even delete if not needed):
- To move a column, hover over the column at the bottom of the screen.
 - There are several choices:   
 -  = move the column to the left/right
 -  = sort ascending/descending
 -  = delete the column
- f. Notice this search folder is temporarily called . To save it, click .
- g. Click  if desired.
- h. Provide a search name
- i. Click .
- Step 5. You can open a Saved Search by hovering over  and selecting from the drop down list. (Saved searches apply to the type of search you are performing and the Current Group you have selected.) You can then modify the saved search and save it with a new name if desired.
- Step 6. To export the query results to Excel, click  and .