

Creating and Saving a Custom Search in PeopleAdmin

1. Log into PeopleAdmin by going myMU.

APPLY VISIT GIVE	Q Search our site FI			ND INFO FOR 🗸	МҮМИ	
MARSHALL	MEET MARSHALL	ADMISSIONS	ACADEMICS	MARSHALL LIFE	REQUEST INFO	

2. You will look for Quick Links and choose the PeopleAdmin icon.



3. You will then click the red "Marshall University Employee Server Log-In" link. **Do not** enter your username and password on this screen!

	Marshall University Employee Server Log-In
Username	
Password	
	Log In
	Authenticate with single sign-on? 550 Authentication

4. You will be defaulted to the Applicant Tracking screen and your user group will be listed as "Employee".



5. You may use this search for Applicant Tracking System (blue) screen and Position Management (orange) screen.

H	ome	Postings -	Applicants -	Hiring Proposals -
v	Velcome to	Non-Classifie Non-Classifie Faculty	d/Classified Exempt d/Classified Non-Exemp	pt
	Alerts (3 a	MURC		
	TYPE MESS	Graduate Ass	sistant	

6. Once you have chosen the position/description type, you will begin by choosing the "More Search Options Button".

Non-Classified/Classified Exempt Postings

Saved Searches 🗸	Search	More Search Options	

This button will prompt you to add columns to your search.

Non-Classified/Classified Exempt Postings			+ Create New Posting
Saved Searches 🗸		Search Q Hide Search Options V	
Add Column:	Add Column (Posting Datail) Fail Message	^	
Workflow State:	(Posting Detail) Pass Message		
	Accept References? Active Applications		
	All Submitted Applications		
Rent	Banner Position Number Budget Fund		
	Budget Org		
	Classification Title Close Date		
	Close Date		
	Created From		
And here Connects M	Cutoff Date Department		
Autiou abarchi 🖌	Department		
	Department ID Department Unit ID		
Ad hoc Search 211 Save this search?	Division		Actions 🗸
	FLSA	7 2 3 4 5 6 7 8 Next→	
	Filled Date First Posted		
	Incomplete Applications		Actions 🛩
	Last Posted		
	Last Status Update		Actions 🗸
	Location	Y	Actions 🗸
			Actions ~
			511000100

You may add columns such as name, banner position number, department, workflow state, phone number, and date posted.

7. Once all items are chosen, you will save this search.



Ad hoc Search 211 Save this search?
Name
\bigcirc Personal Saved Search \bigcirc Group Saved Search \bigcirc Global Saved Search
Make it the default search?
Overwrite Saved Search: Select saved search V
Save this Search

Click the "Save This Search" button and you will be prompted to name the search.

*Note: The search will not be saved unless it is named. *

You may also choose what kind of search you would like to save.