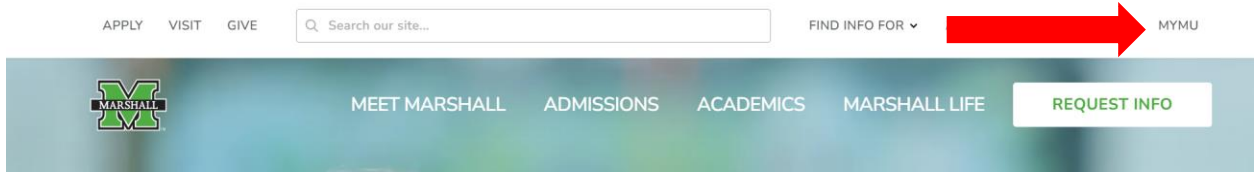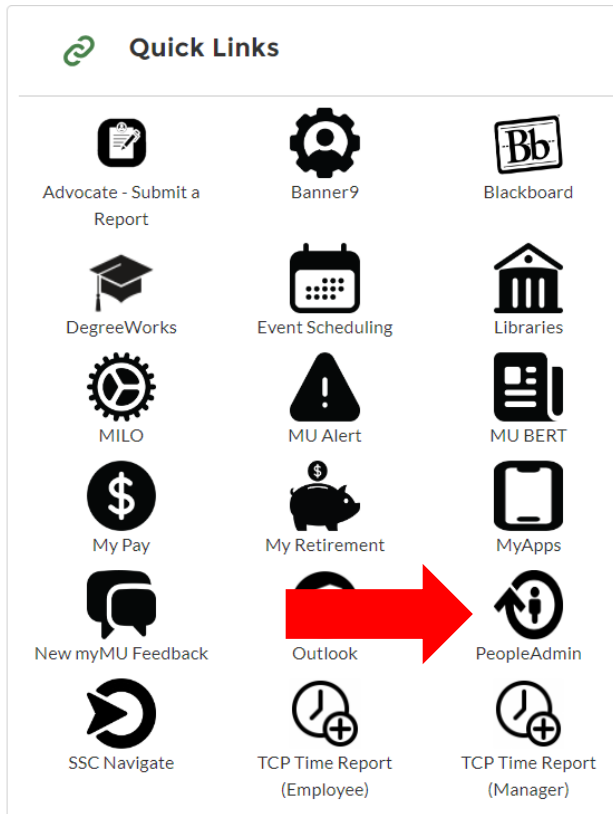# Creating and Saving a Custom Search in PeopleAdmin
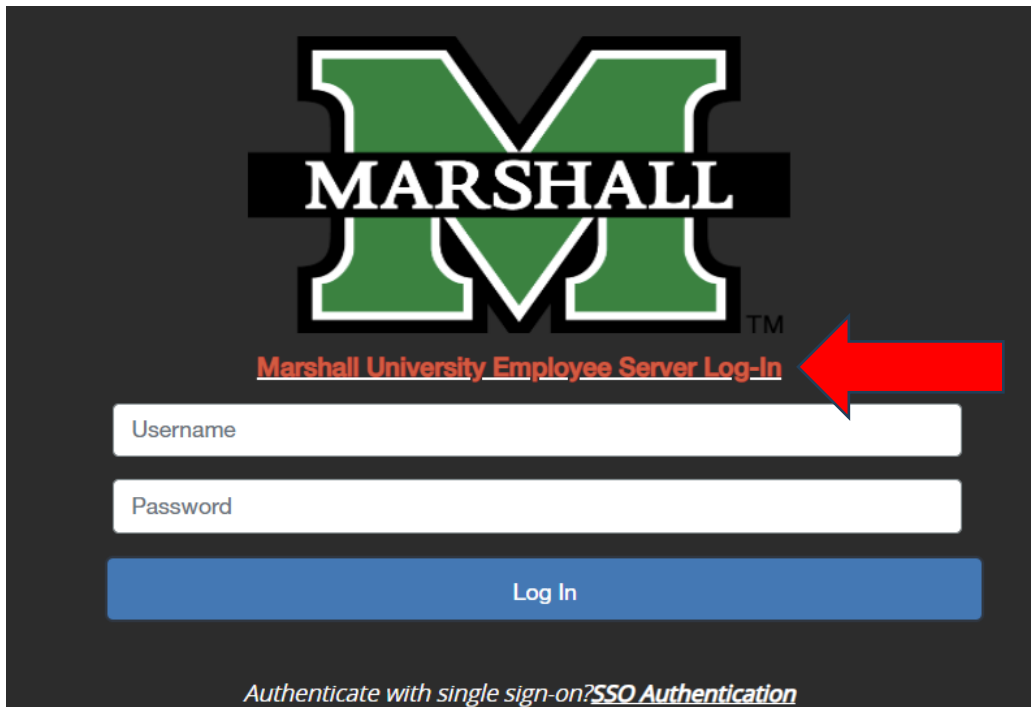
1. Log into PeopleAdmin by going myMU.

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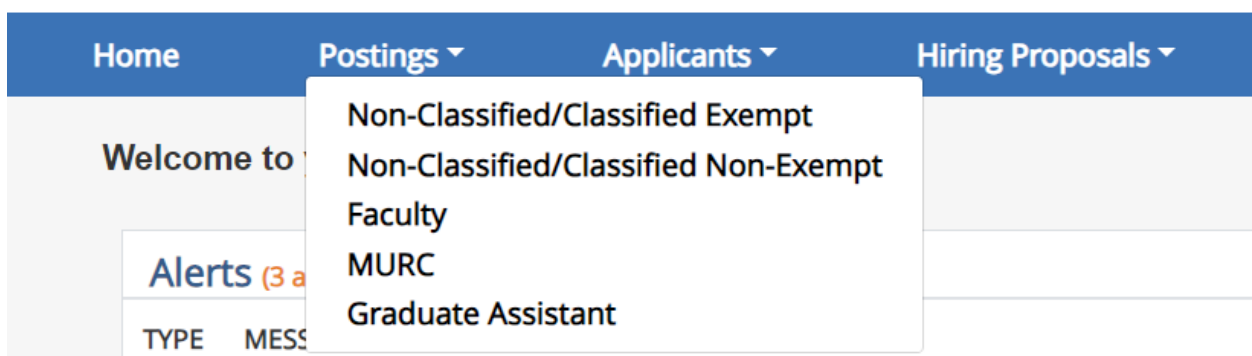

3. You will then click the red "Marshall University Employee Server Log-In" link. **Do not enter your username and password on this screen!**

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.

| Home | Postings ▾ | Applicants ▾ | Hiring Proposals ▾ |

Non-Classified/Classified Exempt
Non-Classified/Classified Non-Exempt
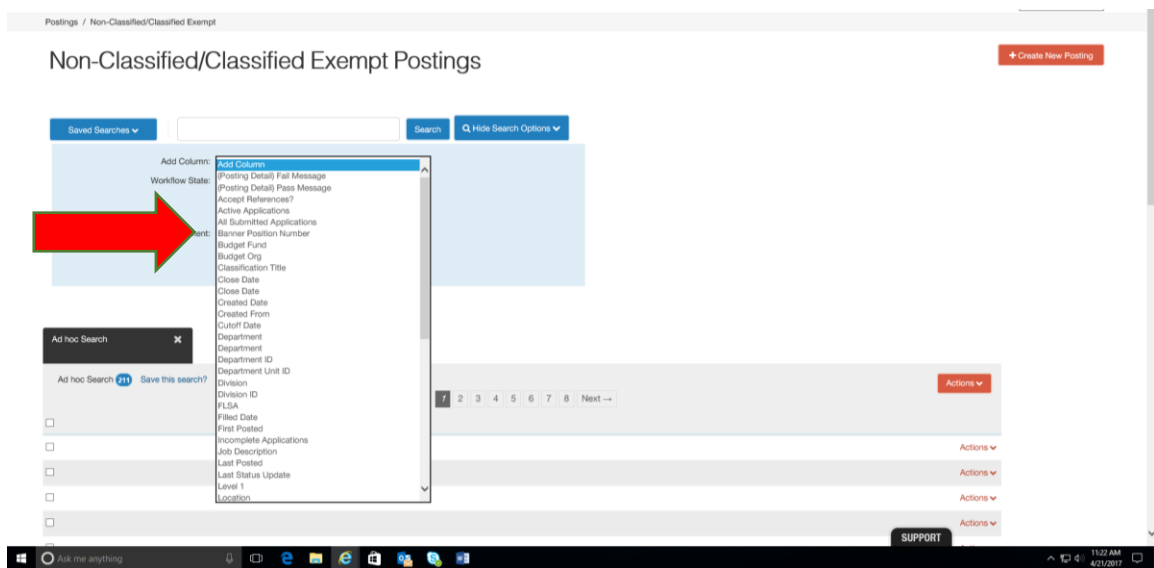Faculty
MURC
Graduate Assistant

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

Non-Classified/Classified Exempt Postings

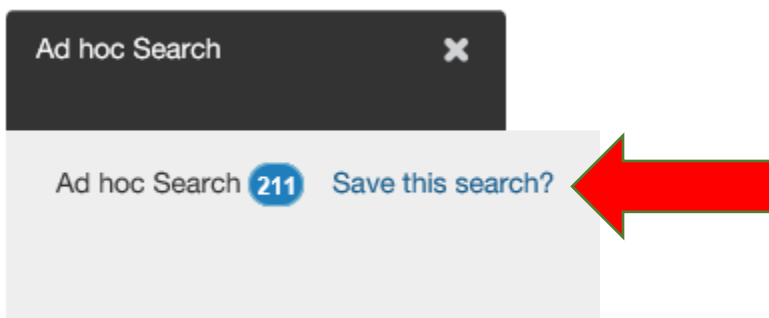Saved Searches ⌄ | [   ] | Search | More Search Options

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

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.

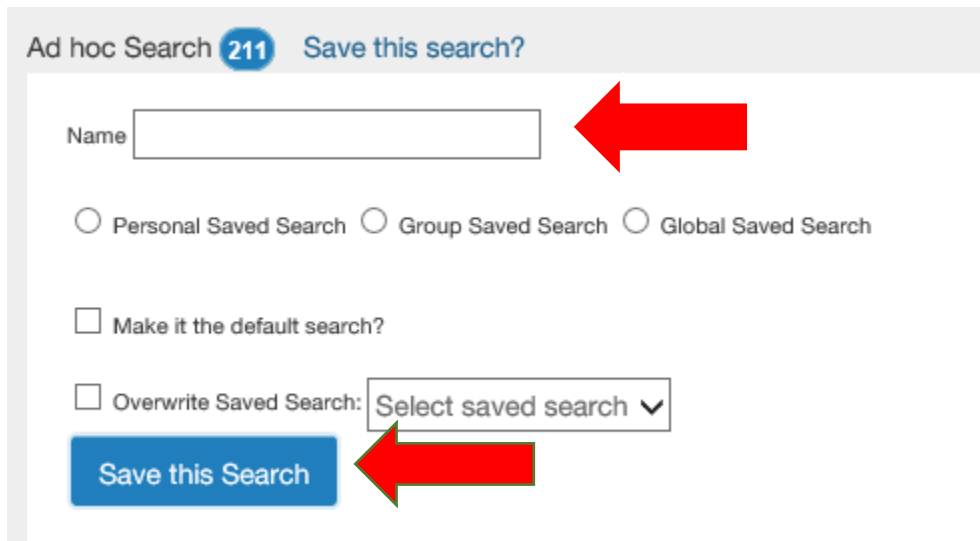Click the "Save This Search" button and you will be prompted to name the search.

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

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