

Search Page Change

The general look and feel of the PeopleSoft delivered Search page has changed. Highlighted changes include: Limited returned results to 10 from 100.; The last 5 Recent Searches will be stored and must be manually be truncated.; Users have the ability to Save searches.

Find an Existing Value

Search Criteria

Enter any information you have and click Search. Leave fields blank for a list of all values.

Recent Searches

Saved Searches

Empl ID:

Empl Rcd Nbr:

Name:

Last Name:

Department SetID:

Department:

Department Description:

HR Status:

Job Code SetID:

Job Code:

[Show fewer options](#)

Case Sensitive
 Include History
 Correct History

Search Results

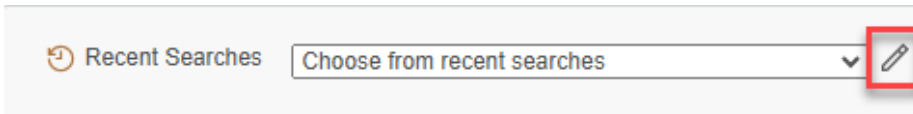
The general look and feel of the Search Results has changed. Search results will return the first 10 rows of data, users will be required to click the **View 100** hyperlink or use the **Next Page** arrow to access additional results.


Empl ID	Empl Rcd Nbr	Name	Department SetID	Department	Department Description	HR Status	Job Code SetID	Job Code	
000004299	1		HW001	13500	Library	Inactive	CSUID	2920	>
000004507	0		HW001	13500	Library	Inactive	CSUID	1870	>
000004559	0		HW001	13500	Library	Inactive	CSUID	1871	>
000004559	1		HW001	13500	Library	Inactive	CSUID	1870	>
000004845	2		HW001	13500	Library	Inactive	CSUID	4660	>
000005040	5		HW001	13500	Library	Inactive	CSUID	4660	>
000005053	0		HW001	13500	Library	Inactive	CSUID	2920	>
000006522	1		HW001	13500	Library	Inactive	CSUID	1870	>
000006626	3		HW001	13500	Library	Inactive	CSUID	4660	>
000006639	0		HW001	13500	Library	Inactive	CSUID	2920	>

Delete Recent Searches

To delete a recent search, please select the Pencil Icon  located next to the Recent Searches drop-down.

You will be redirected to the Manage Recent Searches page



Recent Searches Choose from recent searches 

Select **Delete All (1)** or click the **X (2)** located next to the search you wish to delete

Manage Recent Searches

Recent Searches

 [Delete All](#)

Last Name(BGN):SMITH	 X
Last Name(BGN):JONES	X
Last Name(BGN):TIJERO	X

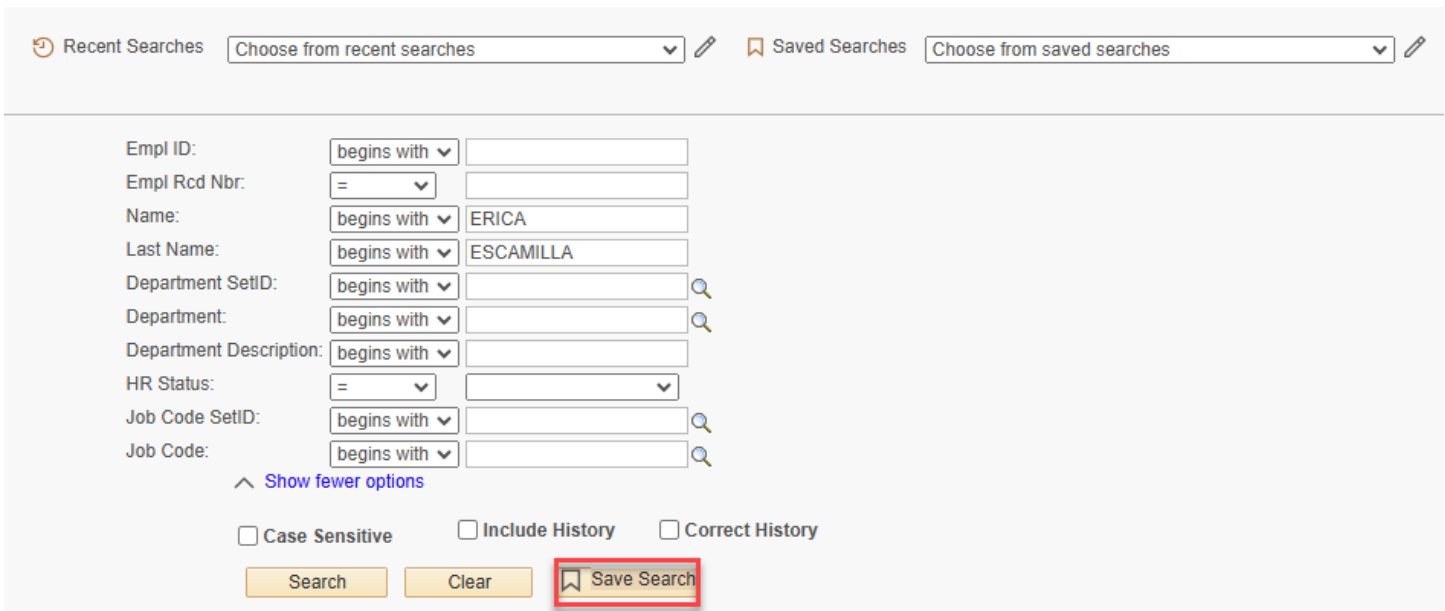




Click **Save (3)** to store the change

Save a Search

Users have the ability to Save a search by clicking the Save Search button at the bottom of the search menu page.

You will be redirected to the Save Search page




Recent Searches Choose from recent searches  Saved Searches Choose from saved searches 


Empl ID:

Empl Rcd Nbr:

Name: ERICA


Last Name: ESCAMILLA


Department SetID: 

Department: 

Department Description:

HR Status:

Job Code SetID: 

Job Code: 

[Show fewer options](#)

Case Sensitive Include History Correct History

Users will be required to enter a unique **Name (1)** for their saved search and click **Save (2)** to store the search criteria.

Save Search

1

Name ERICA
Last Name ESCAMILLA

Cancel

2 Save

You will receive a confirmation message indicated your Search was saved.

Message

Search saved as "Escamilla" (280,245)

OK

Manage Saved Searches

Users have the ability to Reorder, Delete and Rename saved searches.

To delete a saved search, please select the Pencil Icon  located next to the Saved Searches drop-down.

🔖 Saved Searches 

You will be redirected to the Manage Saved Searches page

Rename – Saved Search





From the Manage Saved Searches page, select the Rename hyperlink located next to the search you wish to rename

Manage Saved Searches

Display By

Saved Searches

 [Delete All](#)

Escamilla: Name(BGN):ERICA,Last Name(BGN):ESCAMILLA	 Rename	
All Payroll: Department SetID(BGN):HW001,Department(BGN):13800	 Rename	

Save

Cancel

Enter the **New Name (1)** and click **Save (2)** to store the change

Manage Recent Searches

Current Name Escamilla

New Name

Cancel Save

Reorder Saved Searches

Click the Display By drop-down to change the modify the saved searches display order

Display By

Alphabetical

Newest on top

Oldest on top

Delete Saved Searches

From the Manage Saved Searches page, select **Delete All (1)** or click the **X (2)** located next to the search you wish to delete

Manage Saved Searches

Display By

Saved Searches

 [Delete All](#)

Escamilla: Name(BGN):ERICA,Last Name(BGN):ESCAMILLA	 Rename  
All Payroll: Department SetID(BGN):HW001,Department(BGN):13800	 Rename 

 Save Cancel

Click **Save (3)** to store the change

Process Monitor Page Enhancement

The Run Control used to initiate the process/job has been added to the Process List details pagelet.

Process List		Personalize Find View 100 First Last									
Select	Instance	Seq.	Run Control ID	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
<input type="checkbox"/>	3283548		EB_PAGEUP_OUTBOUND	Application Engine	CSU_90_RS_OB	SCHEDULE	10/20/2024 5:30:00PM PDT	Success	Posted	Details	Actions
<input type="checkbox"/>	3283547		EB_PGUP_IMPORT	Application Engine	CSU_RS_IMP	SCHEDULE	10/18/2024 3:30:00PM PDT	Success	Posted	Details	Actions
<input type="checkbox"/>	3283546		Single_Batch	SQR Report	HAYRW031	150008060	10/17/2024 10:38:25AM PDT	Success	Posted	Details	Actions
<input type="checkbox"/>	3283545		Single_Batch	SQR Report	HAYRW031	150008060	10/17/2024 10:23:09AM PDT	Success	Posted	Details	Actions
<input type="checkbox"/>	3283534		EB_NIGHT	PSJob	EB_NIGHT	SCHEDULE	10/16/2024 11:00:00PM PDT	Success	Posted	Details	Actions
<input type="checkbox"/>	3283531		EB_SS_NIGHTLY3	PSJob	EB_SSJOB	SCHEDULE	10/16/2024 10:00:00PM PDT	Success	Posted	Details	Actions
<input type="checkbox"/>	3283530		EB_PAGEUP_OUTBOUND	Application Engine	CSU_90_RS_OB	SCHEDULE	10/17/2024 5:30:00PM PDT	Success	Posted	Details	Actions
<input type="checkbox"/>	3283529		676_P	SQR Report	CSUTL012	150008450	10/16/2024 3:58:00PM PDT	Success	Posted	Details	Actions
<input type="checkbox"/>	3283528		676_P	SQR Report	CSUTL015	150008450	10/16/2024 3:51:34PM PDT	Success	Posted	Details	Actions
<input type="checkbox"/>	3283527		676_P	SQR Report	CSUTL012	150008450	10/16/2024 3:51:34PM PDT	Success	Posted	Details	Actions

Run Control Page Enhancements


Users will be required to enter a **Run Control ID (1)** or click the **Search (2)** button to access existing run controls. The **Add a New Value (3)** option is now a button located to the far right of screen.


Find an Existing Value

 Add a New Value


Search Criteria

Enter any information you have and click Search. Leave fields blank for a list of all values.

Recent Searches Choose from recent searches 

Saved Searches Choose from saved searches 

Run Control ID: begins with

 [Show fewer options](#)

Case Sensitive

