

UGAJobs Quick Guide: Searching and Saving Searches

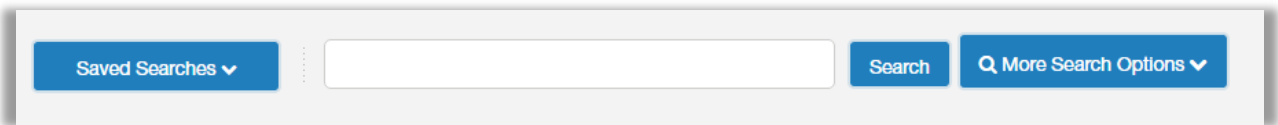
The **Search** function is available for all major items in the UGAJobs system, roughly corresponding to the items represented as tabs – postings, hiring proposals, applicants, etc.

Searching allows you to assemble information in a report-like format. After you define and run a search, you can export the search results as a spreadsheet.

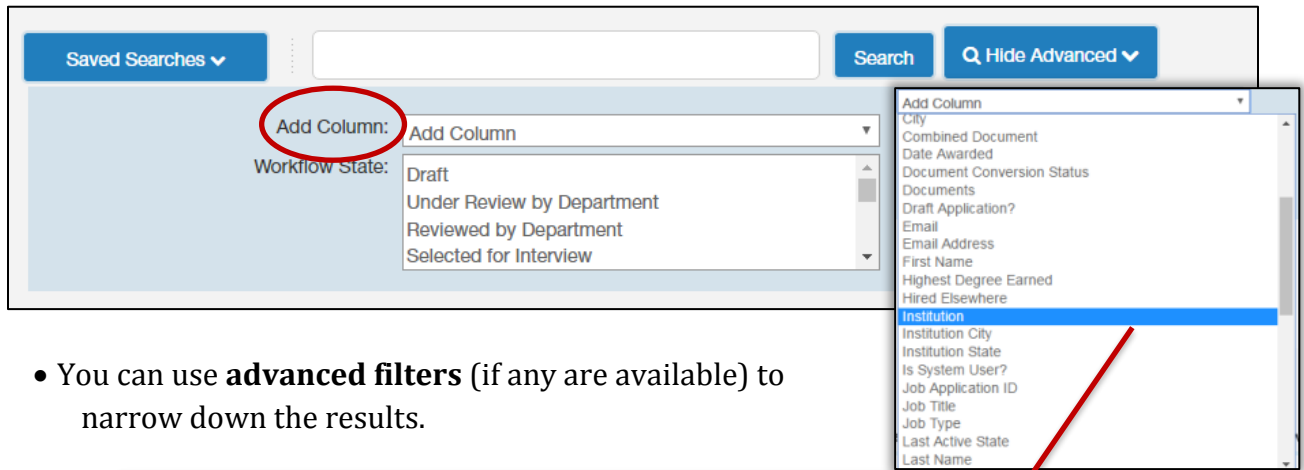
If you expect to need the same set of information repeatedly, you can save a search after you set it up. This allows you to use it whenever you need to, without reconstructing it.

How to search for items on a page:

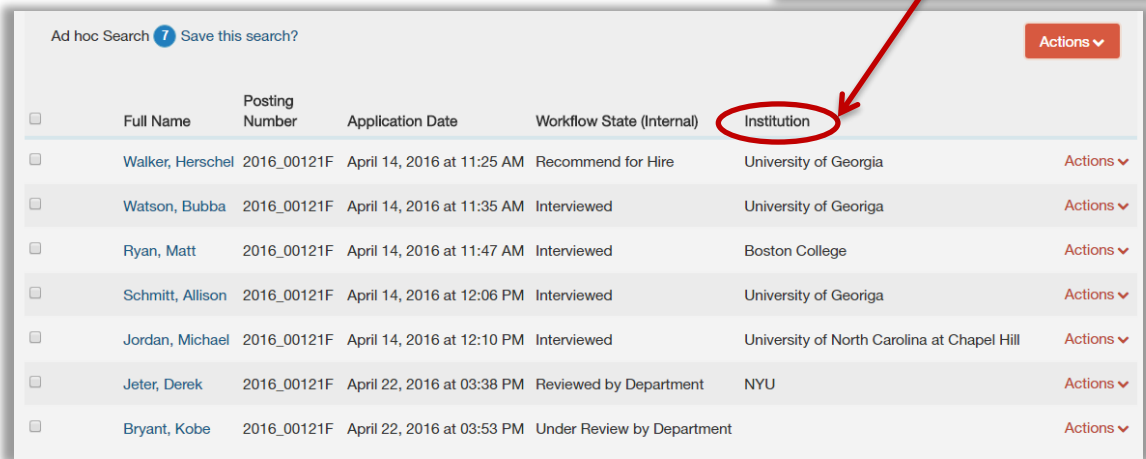
1. The **text search box** allows you to search for specific words or names.
2. Select **More Search Options** to expand the search tools area.



3. Use the searching and filtering tools to narrow down the results that the system presents:
 - You can **add columns** if the information you need is not included on the page.



- You can use **advanced filters** (if any are available) to narrow down the results.



	Full Name	Posting Number	Application Date	Workflow State (Internal)	Institution	Actions
<input type="checkbox"/>	Walker, Herschel	2016_00121F	April 14, 2016 at 11:25 AM	Recommend for Hire	University of Georgia	Actions
<input type="checkbox"/>	Watson, Bubba	2016_00121F	April 14, 2016 at 11:35 AM	Interviewed	University of Georgia	Actions
<input type="checkbox"/>	Ryan, Matt	2016_00121F	April 14, 2016 at 11:47 AM	Interviewed	Boston College	Actions
<input type="checkbox"/>	Schmitt, Allison	2016_00121F	April 14, 2016 at 12:06 PM	Interviewed	University of Georgia	Actions
<input type="checkbox"/>	Jordan, Michael	2016_00121F	April 14, 2016 at 12:10 PM	Interviewed	University of North Carolina at Chapel Hill	Actions
<input type="checkbox"/>	Jeter, Derek	2016_00121F	April 22, 2016 at 03:38 PM	Reviewed by Department	NYU	Actions
<input type="checkbox"/>	Bryant, Kobe	2016_00121F	April 22, 2016 at 03:53 PM	Under Review by Department		Actions

- Use the column controls to organize and sort the search results:
 - **Move a column to the left or to the right** using the left and right controls.
 - **Delete a column** using the **delete** control if you do not want to display it. If you need to add it back later, use the **add columns** control to do so.
 - **Order the search results by sorting a column** in ascending or descending order using the up and down controls.

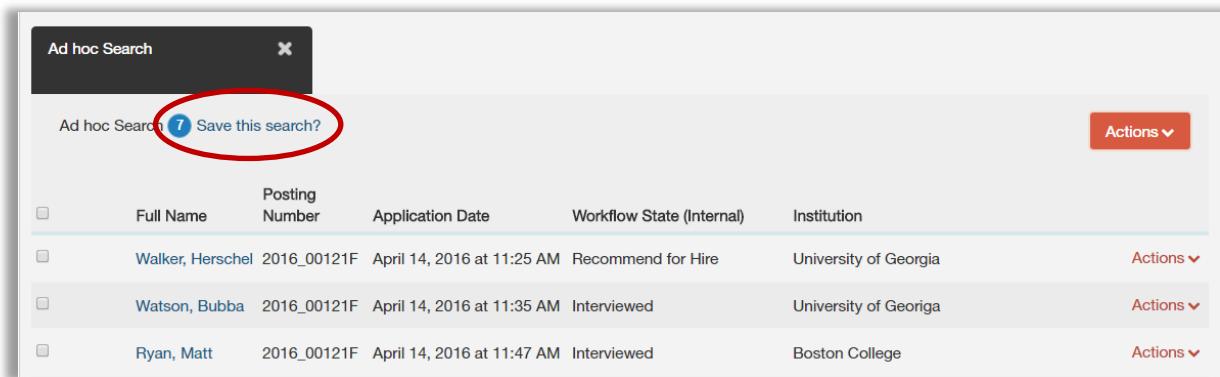
NOTE: You can use all these tools in any order.

How to save a search:

When you save a search, you have the option to set it as your default search.

NOTE: This is your only opportunity to set it as the default search.

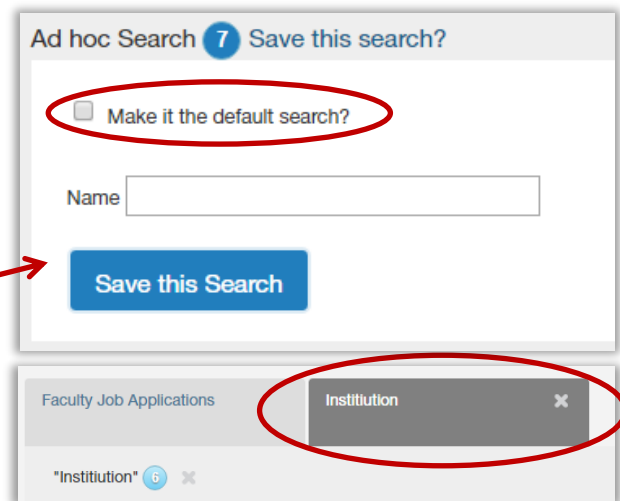
- After you have used the search and filtering controls to present the search results the way you want to see them, select **Save this search**.



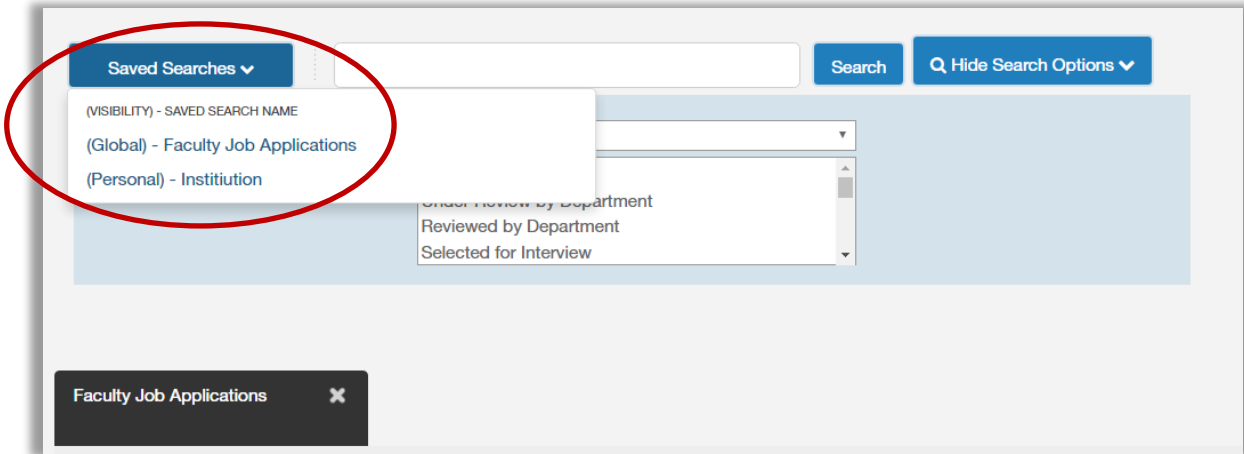
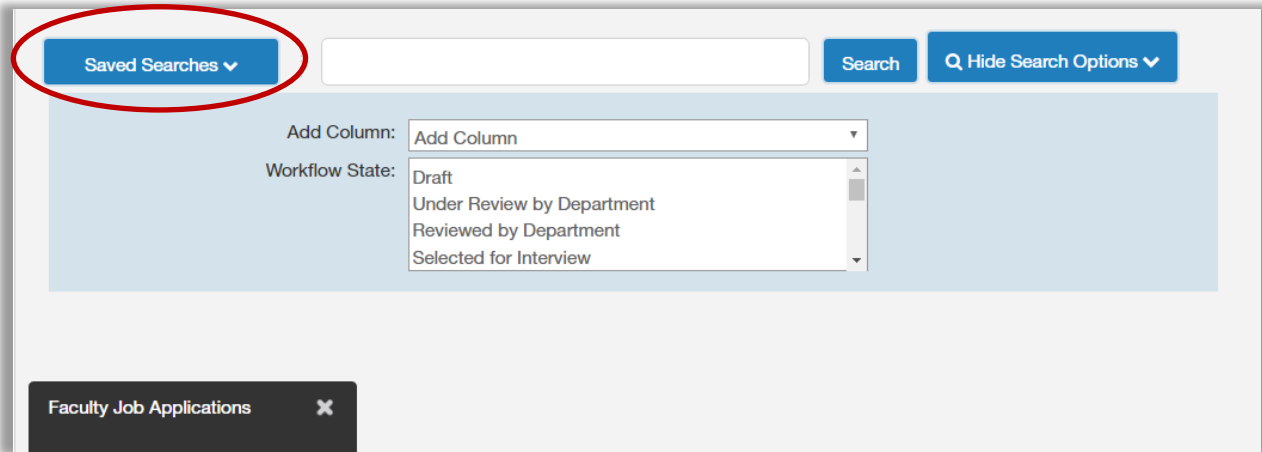
- Give the search a name that will help you remember its purpose (i.e. Institution).

- If this search presents the information you will normally want to see when you navigate to this page, you may want to select **Make this the default search**.

- Select **Save this Search**. The search tab refreshes to present the name you have given the search. This tab remains available for the rest of your session.



The next time you log in, the **search** is available from the list of saved searches in that area.



You can also *delete* your personal saved searches when they are no longer useful to you.