

Creating, Saving and Exporting Results of a View in PeopleAdmin

1. Log into PeopleAdmin by going myMU.



You will select the EMPLOYEES option.



Then select the PeopleAdmin button.



Creating and Saving your Custom View

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

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

Non-Classified/Classified Exempt Postings

Saved Searches V	Search Q More Search Optic
Ad hoc Search	
Ad hoc Search 200 Save this search?	← Previous 1 2 3 4 5 6 7 8 Next →
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This button will prompt you to add columns to your search.

Non-Classified/Classified Ev	rempt Postings	+ Create New Posting
NOT-ORSSITED/ORSSITED LA	empti osungs	
Saved Searches V	Search Q Hide Search Options V	
Add Column: Add Column		
Workflow State: (Posting Detail) Fail Message		
Accept References?		
Active Applications All Submitted Applications		
Department: Banner Position Number Burlost Fund		
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Classification Title Close Date		
Close Date Created Date		
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Filled Date		
Incomplete Applications		Actions 🛩
Job Description		i nganagi ng
Last Status Update Level 1		Actions 🗸
Location	T	Actions 🛩
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You may add columns such as name, banner position number, department, workflow state, phone number, and date posted.

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

Ad hoc Search	×	
Ad hoc Search 211	Save this search?	

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

Ad hoc Search 211 S	Save this search?	
Name		Name the Search
O Personal Saved Sear	rch \bigcirc Group Saved Search	O Global Saved Search
A Make it the default s	earch?	
Overwrite Saved Sea	arch: Select saved searc	h 🗸
Save this 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.

Exporting your Results

To export the results of your view, you can use the orange "Actions" button above the listings and using the "Export Results." This will download your results in a spreadsheet.

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		\leftarrow Previous 1 2 3	3 4 5 6 7 8 9	43 44 1	Next \rightarrow		GE NE RAL		
							Export results		
	Banner						BULK		
	Position Number	Position Title	Department	Active Application:	Workflow sState	Semest	Bulk edit Postings		
	GC3201	Graduate Assistant - Two positions available	Student Conduct - MU3201	19	Posted	Fall Sem Semester	Bulk transition Post	tings	¥
	GF2195	Graduate Assistant- Part time (10 hours per week) 4 positions available	H.E.L.P. Program - MUHR01	4	Posted	Fall Seme	ester	Actions	•