Human Resource Services

Creating, Saving and Exporting Results of a View in PeopleAdmin

1. Log into PeopleAdmin by going myMU.
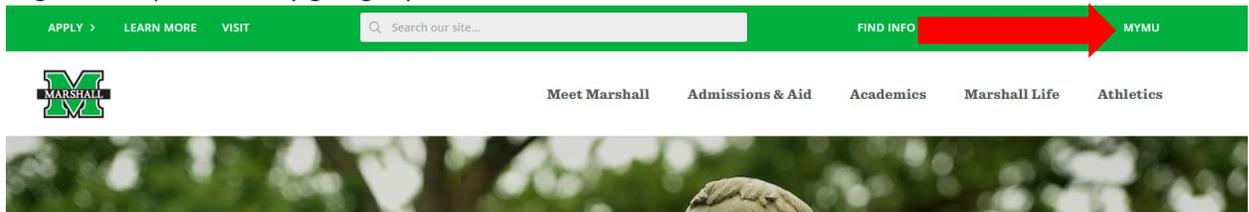
You will select the EMPLOYEES option.
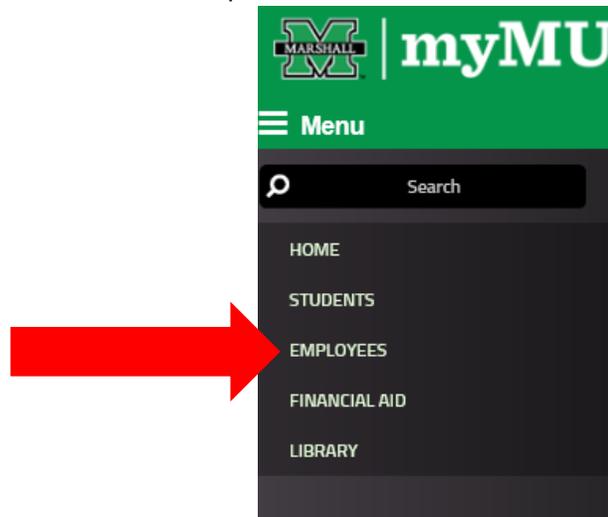
Then select the PeopleAdmin button.
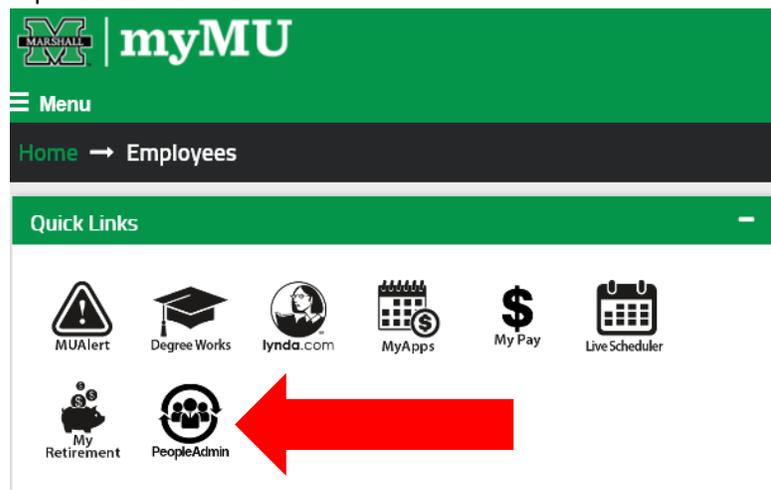
Creating and Saving your Custom View

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
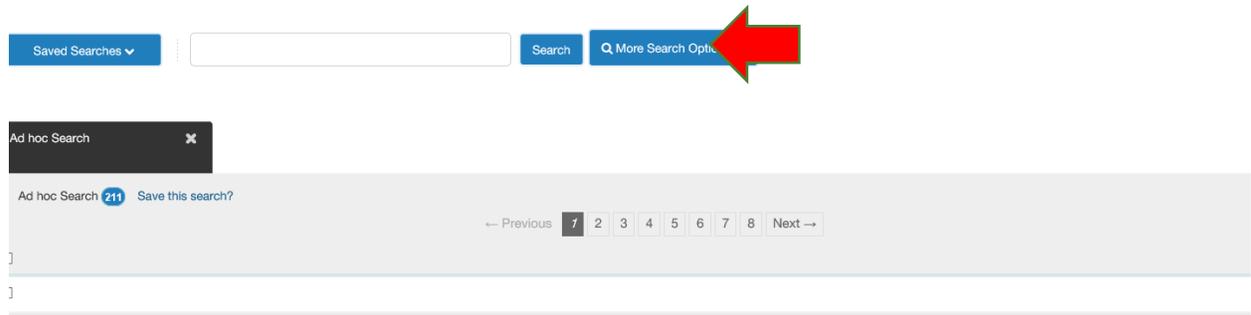
This button will prompt you to add columns to your search.
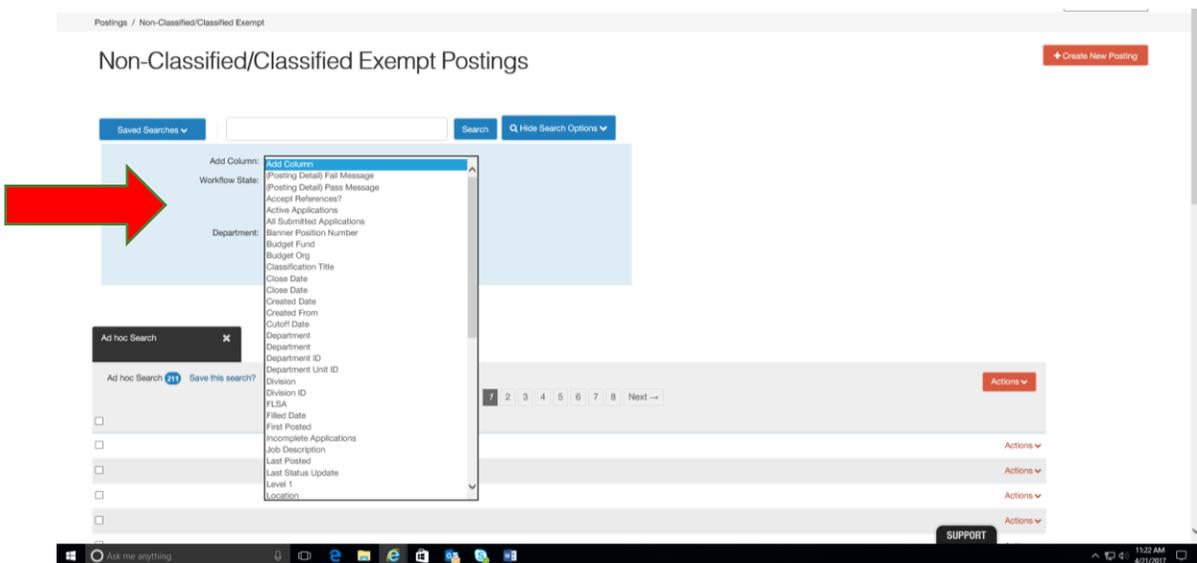
You may add columns such as name, banner position number, department, workflow state, phone number, and date posted.

2. Once all items are chosen, you will save this search.
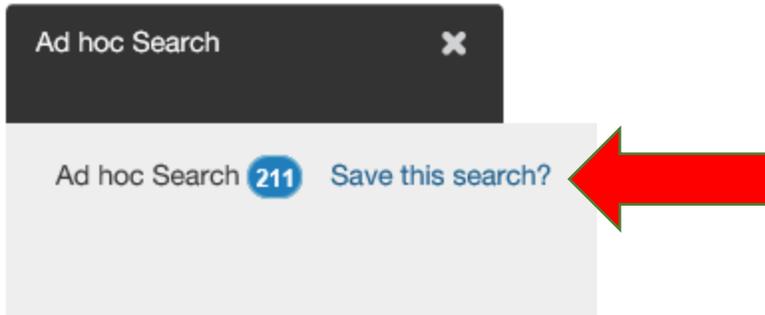
Click the "Save This Search" button and you will be prompted to name the search.

*Note: The search will not be saved unless it is named. *
You may also choose what kind of search you would like to save.

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.