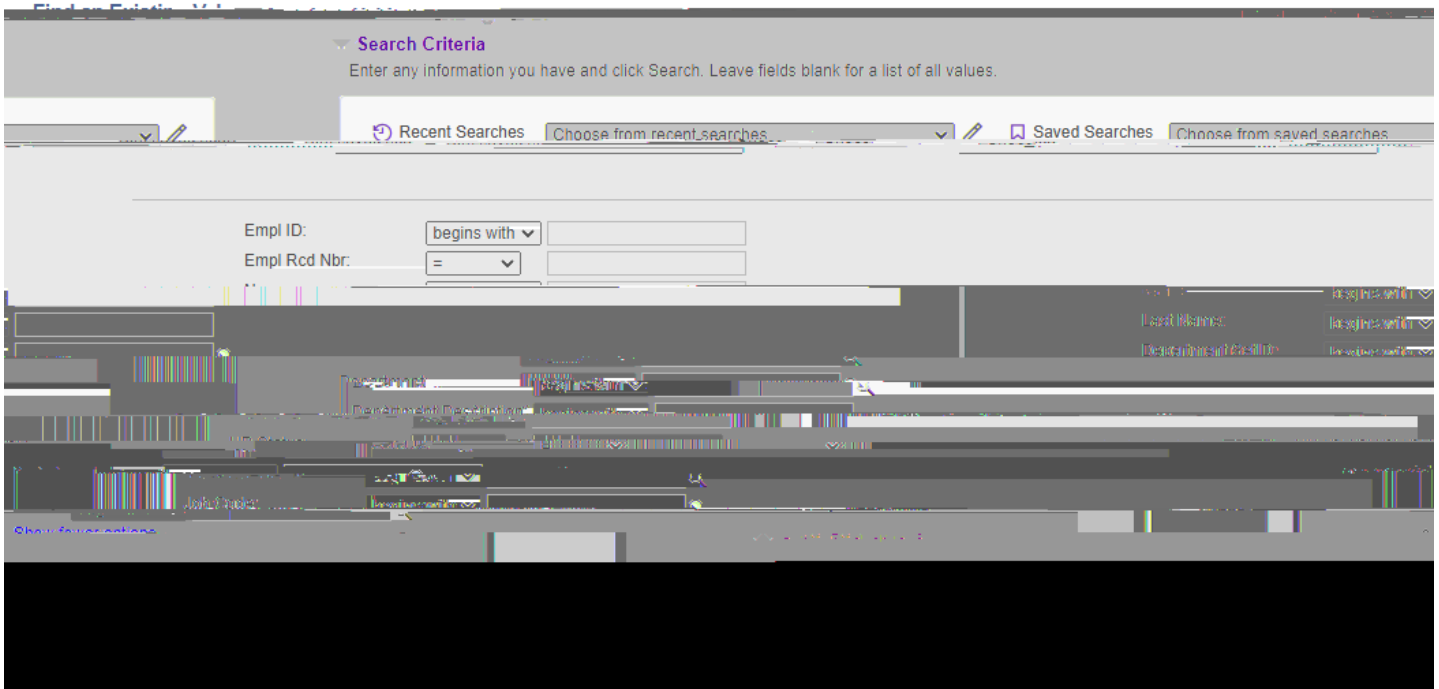## Search Page Change

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 manually be truncated.; Users have the ability to Save searches.

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.
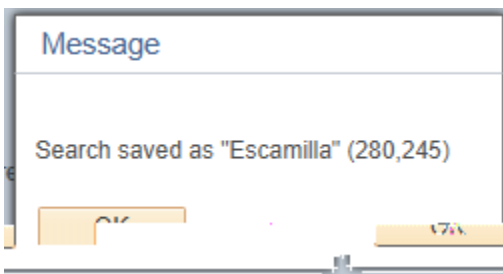
Delete Recent Searches

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

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

Manage Saved Searches

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

To delete a saved search, please select the Pencil located next to the Saved Searches dropdown.

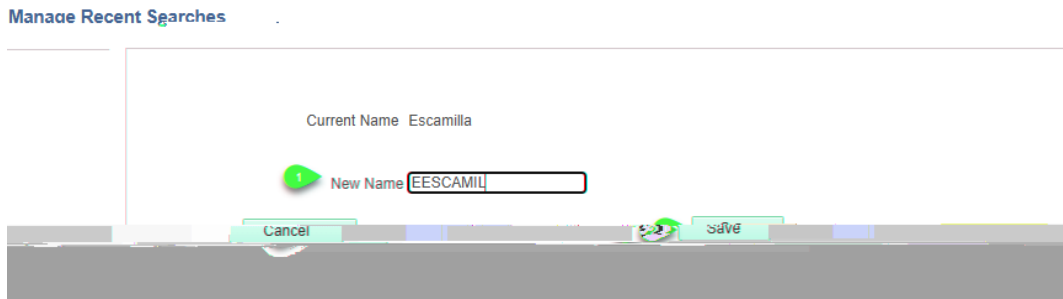

You will be redirected to the Manage Saved Searches page

Rename – Saved Search

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

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

Manage Recent Searches
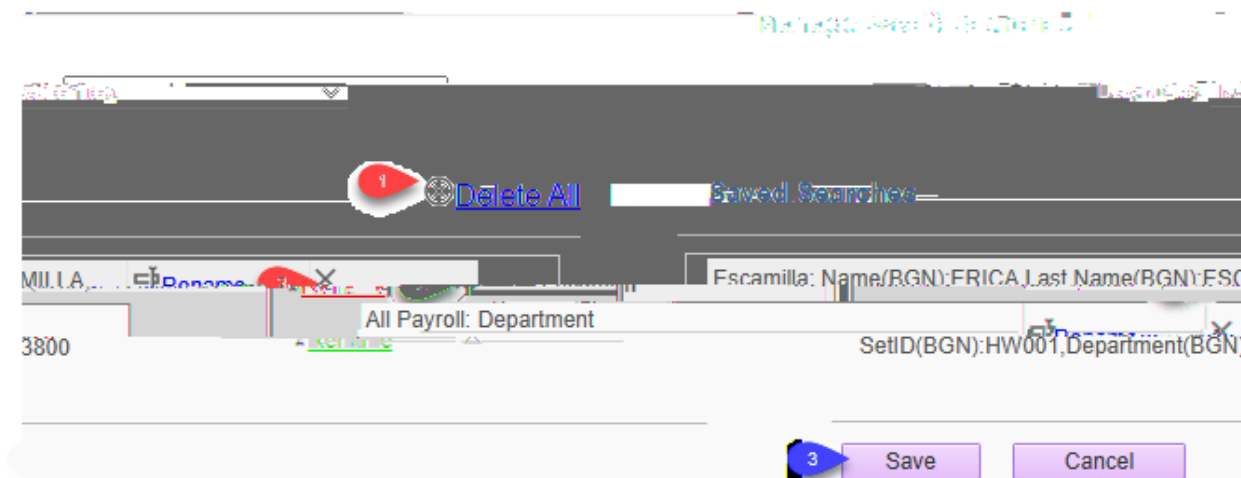
Current Name Escamilla

New Name EESCAMIL

Cancel   Save

Reorder Saved Searches

Click the Display By dropdown to change the modify the saved searches display order

Display By Newest on top

Alphabetical

Delete Saved Searches

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

Delete All   Saved Searches

MILLA... Rename X

3800   All Payroll: Department

Escamilla: Name/BGN):ERICA Last Name(BGN):ESC...

SetID(BGN):HW001,Department(BGN):

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.

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.