



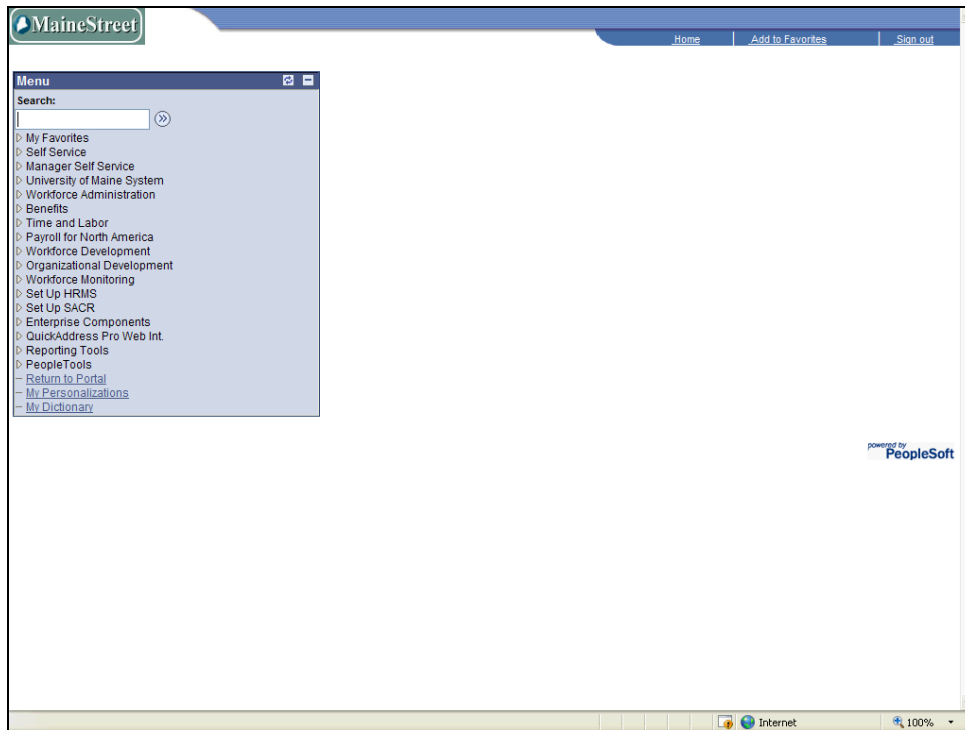
<b>Date Modified</b>	4/17/2008
<b>Last Changed by</b>	ASDS

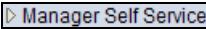
## **Manage Search Options**

### **Concept**

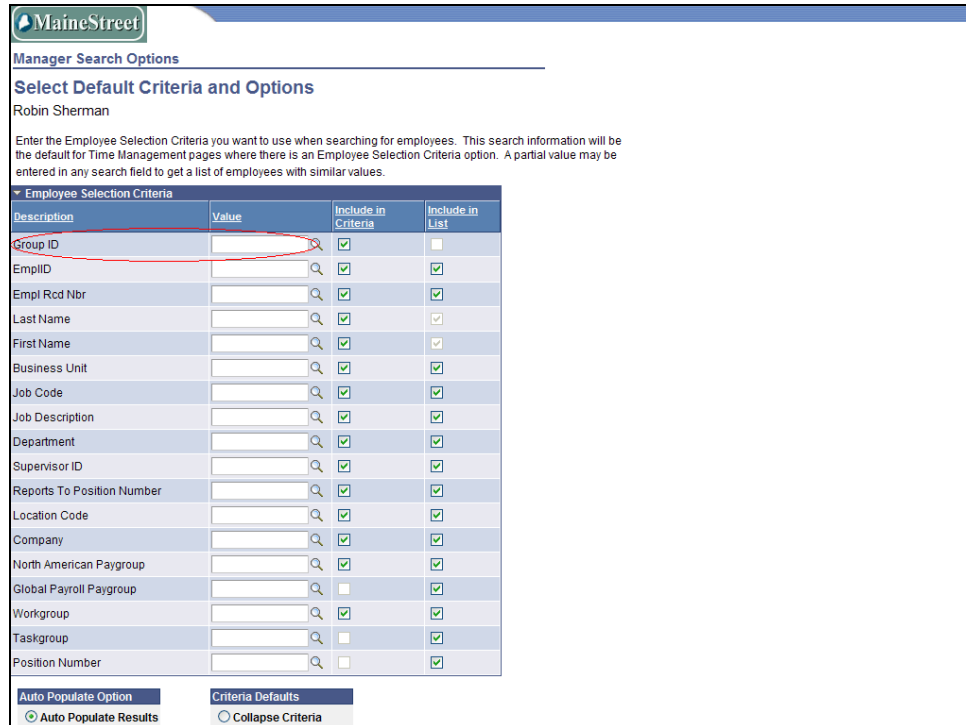
On the [Manage Search Options](#) page, time approvers can set what search criteria fields appear on *Time Management* employee lookup pages, what default values populate search criteria fields and set what fields are returned for a search. The options selected are user specific so will only apply to the users Time Management pages.

## Navigation



Step	Action
1.	to access the <b>Manager Search Options</b> page, from the HRMS menu, click the <a href="#">Manager Self Service</a> link. 
2.	Click the <a href="#">Time Management</a> link.
3.	Click the <a href="#">Manager Search Options</a> link.

### Procedure



**Manager Search Options**

Select Default Criteria and Options


Robin Sherman

Enter the Employee Selection Criteria you want to use when searching for employees. This search information will be the default for Time Management pages where there is an Employee Selection Criteria option. A partial value may be entered in any search field to get a list of employees with similar values.

Description	Value	Include in Criteria	Include in List
Group ID	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
EmplID	<input type="text"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Empl Rcd Nbr	<input type="text"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Last Name	<input type="text"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
First Name	<input type="text"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Business Unit	<input type="text"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Job Code	<input type="text"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Job Description	<input type="text"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Department	<input type="text"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Supervisor ID	<input type="text"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Reports To Position Number	<input type="text"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Location Code	<input type="text"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Company	<input type="text"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
North American Paygroup	<input type="text"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Global Payroll Paygroup	<input type="text"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Workgroup	<input type="text"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Taskgroup	<input type="text"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Position Number	<input type="text"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Auto Populate Option:  Auto Populate Results

Criteria Defaults:  Collapse Criteria

Step	Action
4.	To begin, you must enter a value in at least <u>one</u> search criteria field. For example, if you frequently manage time for a group of employees, you can enter the <b>Group ID</b> assigned that group.
5.	The <b><i>Include in Criteria</i></b> column is where you can select what search criteria fields will display on <b><i>Time Management</i></b> employee lookup pages. The default is to have all fields available.  To hide a field from your <b><i>Time Management</i></b> search pages, click on the checkbox to remove the checkmark.
6.	Continue removing checkmarks until checkmarks only appear in the <b><i>Include in Criteria</i></b> column for the fields you want to appear on <b><i>Time Management</i></b> search pages.
7.	When finished, scroll down and click the <b>Save</b> button to save your settings. 
8.	The <b><i>Include in List</i></b> column is where you select what fields will display on <b><i>Time Management</i></b> search results pages. The default is for all fields to display, which provides you with details you most likely do not need and requires you to scroll across a very wide page.  To hide a field from your <b><i>Time Management</i></b> search result pages, click on the checkbox to remove the checkmark.

## Process Document Manage Search Options



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Step	Action
9.	Continue removing checkmarks until checkmarks only appear in the <i><b>Include in List</b></i> column for the fields you want to appear on <i><b>Time Management</b></i> search result pages.  When finished, scroll down and click the <b>Save</b> button to save your settings.
10.	<b>End of Procedure.</b>