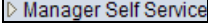





Manage Search Options

1.	<p>to access the Manager Search Options page, from the HRMS menu, click the Manager Self Service link.</p> 
2.	<p>Click the Time Management link.</p>
3.	<p>Click the Manager Search Options link.</p>
4.	<p>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 Group ID assigned that group.</p>
5.	<p>The <i>Include in Criteria</i> column is where you can select what search criteria fields will display on <i>Time Management</i> employee lookup pages. The default is to have all fields available.</p> <p>To hide a field from your <i>Time Management</i> search pages, click on the checkbox to remove the checkmark.</p> 
6.	<p>Continue removing checkmarks until checkmarks only appear in the <i>Include in Criteria</i> column for the fields you want to appear on <i>Time Management</i> search pages.</p>
7.	<p>When finished, scroll down and click the Save button to save your settings.</p> 
8.	<p>The <i>Include in List</i> column is where you select what fields will display on <i>Time Management</i> 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.</p> <p>To hide a field from your <i>Time Management</i> search result pages, click on the checkbox to remove the checkmark.</p> 
9.	<p>Continue removing checkmarks until checkmarks only appear in the <i>Include in List</i> column for the fields you want to appear on <i>Time Management</i> search result pages.</p> <p>When finished, scroll down and click the Save button to save your settings.</p>
10.	<p>End of Procedure.</p>

