



Appendix – Common System Functions

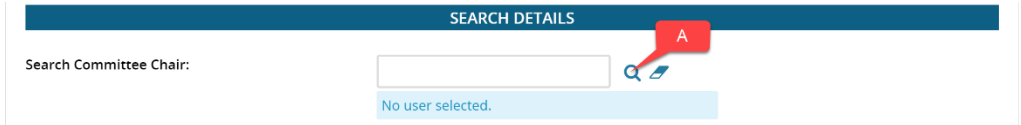
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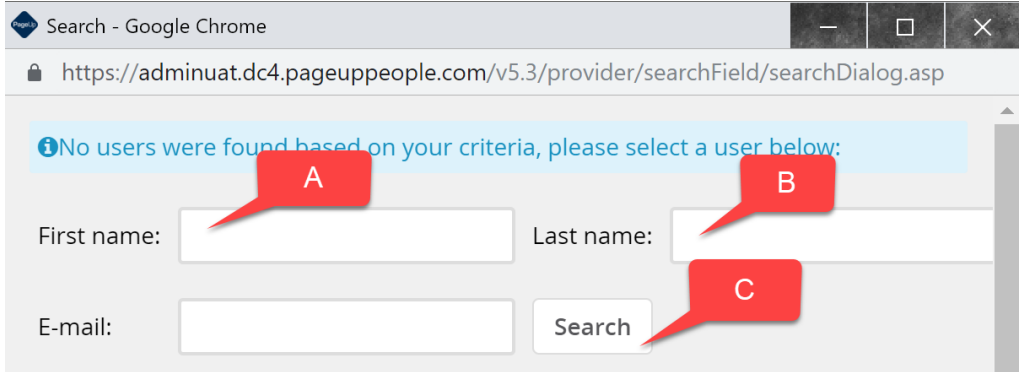
Using the Search Feature to Assign People to Roles

This section outlines the generic use of the search feature, common to all fields in PageUp that require finding people.

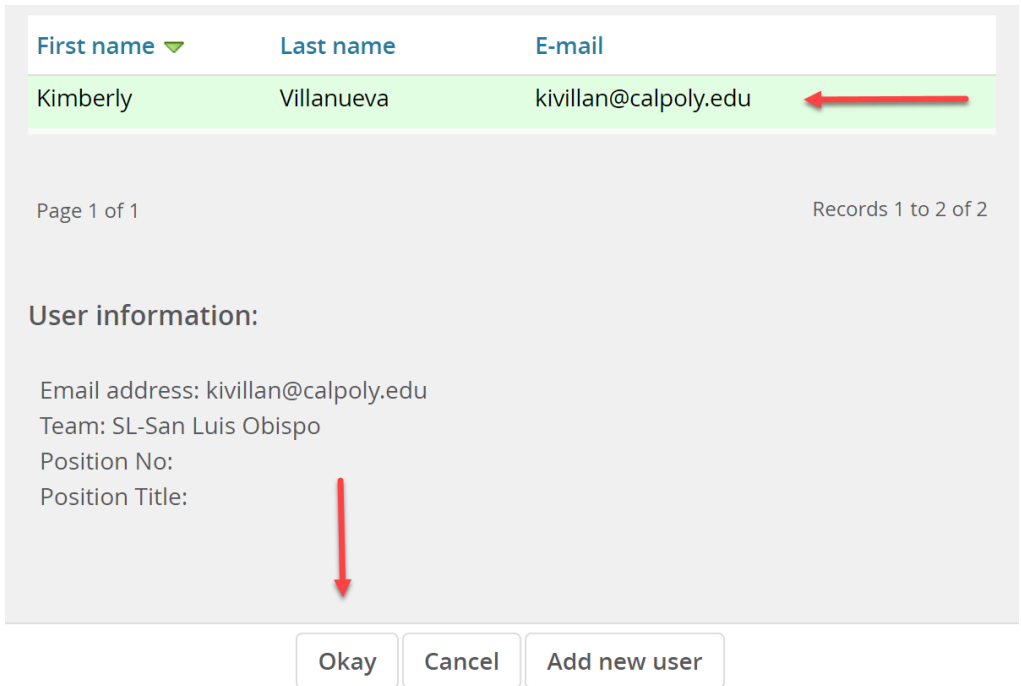
1. Select the magnifying glass to begin the lookup process. A separate Page Up pop-up window will appear.



2. Lookup the name:
 A. Enter the first name
 B. Enter the last name
 C. Select Search



3. Choose the appropriate name from the list and select OK



Using the Search Feature with Committees

This section outlines the search committee and search committee chair that will be associated with your recruitment.


1. Select the magnifying glass to begin the lookup process. A separate Page Up pop-up window will appear.

Note: Select the eraser icon next to the magnifying glass to clear the contents of the field.

2. Lookup the committee chair:

- A. Enter the first name of the Committee Chair
- B. Enter the last name of the committee chair
- C. Select Search

SEARCH DETAILS

Search Committee Chair:  

No user selected.

Search - Google Chrome

https://adminuat.dc4.pageuppeople.com/v5.3/provider/searchField/searchDialog.asp

iNo users were found based on your criteria, please select a user below:

First name: Last name:

E-mail:


3. Choose the appropriate name from the list and select OK

First name ▼	Last name	E-mail
Kimberly	Villanueva	kivillan@calpoly.edu

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User information:

Email address: kivillan@calpoly.edu
 Team: SL-San Luis Obispo
 Position No:
 Position Title:



4. Select Add Search Committee Member and a popup window will appear.

5. Search for Committee Members:
 - A. Enter the First Name
 - B. Enter the Last Name
 - C. Select Search

6. Select Committee Members:
 - A. If more than 10 names are found, use the page forward arrow to view additional names.
 - B. Select the Add link associated with the committee member. The individual's information will appear.
 - C. Select Done
1. Note: Repeat steps 4-6 as necessary to add additional search committee members

First name	Last name	Team (internal team)	
Jeffrey	Williams	SL-San Luis Obispo	Add
Marvin	Williams	ST-Stanislaus	Add
Amber	Williams	SL-San Luis Obispo	Add
Jenna	Williams	SL-San Luis Obispo	Add
Jean	Williams	SL-San Luis Obispo	Add
Lucas	Williams	SD-San Diego	Add
David	Williams	SB-San Bernardino	Add
Mario	Williams	FL-Fullerton	Add

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Search committee member information:

Email address: jwill130@calpoly.edu
 Team: SL-San Luis Obispo
 Position No: SL-00003716
 Position Title: Admin Analyst/Spclst 12 Mo

Note: To add this record, click on the 'Add' link above.

Done Add new search committee member



7. Search Committee Member list:
 - A. Verify the list of the search committee members
 - B. If an individual was inadvertently added or is no longer available, select Remove.

Using the Search Feature for Position Information

The position information section outlines basic position information utilized by the pre-approved position template within PageUp.

1. For Job Code, select the blue arrow to expand the employee classification information for your review. Searching on this field with require knowledge of the job code.

*Job Code/Employee Classification:


Info Tech Consultant 12 Mo  

- Job No: 0420
- Job Family: IT
- Union Code: R09
- CompFreq: M
- Job Function: STF




2. Select the magnifying glass icon to search for the position number.


Position Number:







No position selected.

3. Search for the new position number:
 - a. In the Number field, enter the position number you are replacing or type "SL-00011032" for a new position.
 - b. Select the Search button
 - c. Select the position title
 - d. Select the Okay button at the bottom of the screen.

<https://adminuat.dc4.pageuppeople.com/v5.3/provider/searchField/searchdialog.asp> 


 No positions were found based on your criteria, please select a position below:

Title:  Number: 

Title 	Position no
Fake Controller Job Code	SL-00011032 

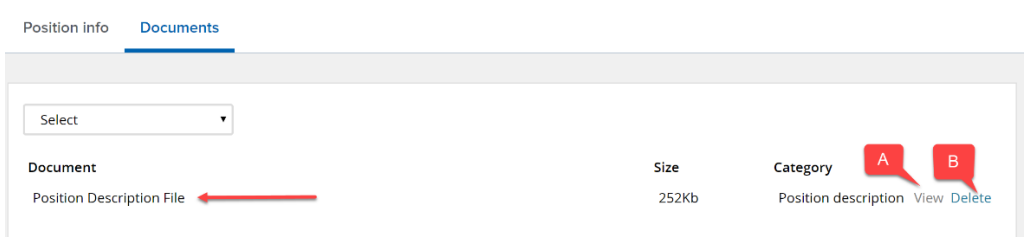
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Position information:
No position selected.

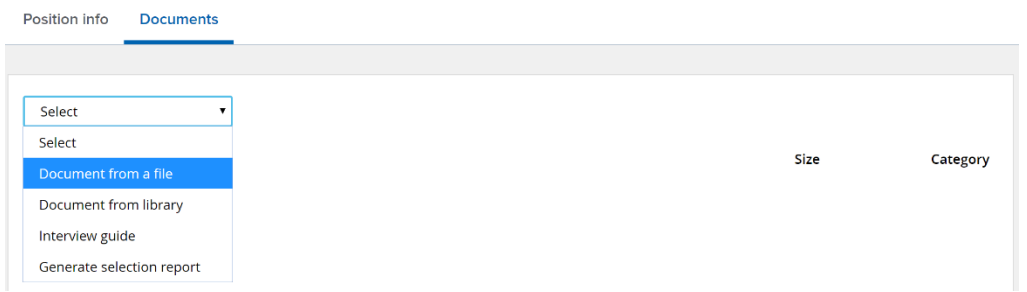


Review/Edit Documents

4. Previously uploaded files will be listed on the Documents page: Files can be viewed (a) or deleted (b) if desired.



5. If additional documents are required: on the Documents tab, select Document from a File.



6. Upload a New Document:
 - a. Select Upload File
 - b. Select Position Description as the document category
 - c. Enter a Title name for the file
 - d. Select Save and Close

Note: You may not have any documents to upload at this time. You can always return to this screen by choosing the Documents tab at the top of the screen.

