



This *Quick Guide* highlights PAC page updates. The overall look is updated with a new color scheme and items such as Favorites, Recently Viewed, the NavBar Menu, and Search features are enhanced.

PAC Homepage Enhancements – Manager Self-Service and Central HR Access

You can access **Recently Viewed** pages and **Favorites** from any page.

Use the **Search** field to find specific pages in PAC which utilize type ahead/auto suggest functionality.

Use the **NavBar** icon to open the NavBar Menu.

The **Page Title** appears on the left side of the page you are currently viewing.

Central HRPC/Payroll can access **Department Specific** pages from this drop-down.

The new **NavBar Menu** organizes all the pages you have access to in alphabetical order. You can change the view to topical order if you prefer.

Process Monitor Enhancement

When viewing a labor accounting report or any query that uses the process monitor, the **View Log/Trace** selection is easily accessed from the Actions drop-down, decreasing a step from clicking through the Details link (still available).

Process Monitor

Process List | Server List

View Process Requests

User ID: Type: Days: Refresh

Server: Name: Instance: Range: Clear

Run Status: Distribution Status: Save On Refresh: Reset

Select	Instance	Seq.	Run Control ID	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
<input type="checkbox"/>	3505068		TrainingTest_04_2024	SQR Report	CUPXFR01	dl2532	04/02/2024 10:58:51AM EDT	Success	Posted	Details	<ul style="list-style-type: none"> Update Process Details Parameters Message Log View Log/Trace

Go back to Cost Transfer Reports

Save | Notify

Process List | Server List

Add a New Value/Find an Existing Value Page Enhancements

Pages with *Add a New Value* and *Find an Existing Value* options have a new toggle feature, and some pages contain dropdowns to view *Recent Searches* and *Saved Searches*. The *Add a New Value* button is located on the right of the page.

Some pages have a **Recent Searches** feature to re-run previous searches.

Some pages have a **Saved Searches** feature that saves searches you ran.

To Save a Search

To save Run Controls for future use as a saved search, first create them and then save them. Do not only click save search to save an entered name as that will not have any report details within. Enter name into the **Search by** field and click **Search**. If a match is not found, select **Add a New Value**, then click **Add** and enter the details for the Run Control. Click **Save**.

When you return to the search screen, locate, and select the saved Run Control in the **Recent Searches** dropdown and click **Search**. Review the details, then select **Return to Search**.

Department	Description
1 1611103	CIT Security

Now the Run Control can be saved as a search. Click **Save Search**, Name the search, click **Save** and **OK**. It can now be accessed from **Saved Searches**.