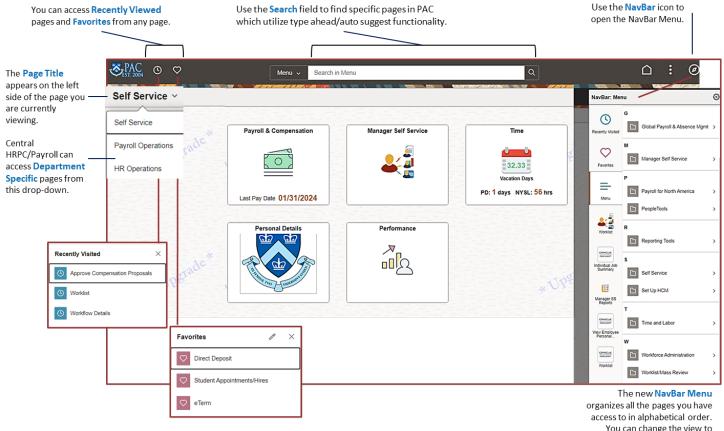


This Quick Guide highlights PAC page updates. The overall look is updated with a new color scheme and items such as Favorites, Recently Viewed, the NavBar Menu, and Search features are enhanced.

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



You can change the view to topical order if you prefer.

Process Monitor Enhancement

When viewing a labor	Process	s Monitor										
When viewing a labor	FIOCES	SWOINTO									I N	ew Window Personalize F
accounting report or	Proce	ess List	<u>S</u> erver List									
any query that uses	View Pr	ocess Requ	ests									
the process monitor,		r ID dl2532	Q	Туре	✓ Last	◄	1	Days V Refresh				grade
the View Log/Trace	Sei	View Process Requests User ID d12532 Q Type View Last V 1 Days Refresh Server Name Q Vinstance Range Clear										
selection is easily	Run	Status	~	Distribution Status	•	Save On Refre	sh	Reset				
accessed from the	✓ Proce	ess List										
Actions drop-down,	F											
decreasing a step from	Select	Instance	Seq.	Run Control ID	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
clicking through the		3505068		TrainingTest_04_2024	SQR Report	CUPXFR01	dl2532	04/02/2024 10:58:51AM EDT	Success	Posted	Details	Update Process >
Details link (still	Go back t	* 🗸			* Dro			* 010			* Or	Details
available).	Save	Notify										Message Log
	Process Li	ist Server L	ist									View Log/Trace

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.

	Request Cost Transfer	
	Find an Existing Value Add a New Value	
Some pages have a Recent Searches	✓ Search Criteria Enter any information you have and click Search. Leave fields blank for a list of all values.	
feature to re-run previous searches.	Recent Searches Choose from recent searches Saved Searches Choose from saved searches	
ßearch	Run Control ID begins with	Som
Run Control ID: 160600X_03	312024 Case Sensitive	featu sear
	Search Clear	

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**.

Find an Existing Value	⊕Add a New Value]	Run Control ID CTs_March_2024
Search Criteria Enter any information you have and click Search. Leave fields blank for a list of all values.		Add a New Value	Date Range For The Report From Date: 03/01/2024 🛗 To Date:
Precent Searches Choose from recent searches Choose from saved searches Choose from saved searches Search by: Run Control ID begins with Gis_March_2024 Show more options Search Clear Save Search		*Run Control ID CTs_March_2024	Cost Transfer Report Options Admin Dept O Dept Tree Node O Proje O Employee ID OCT Tre Projects Option All Projects Option
✓ Search Results No matching values were found,			Summary Report Only
When you return to the search screen locate and select the	saved Run (Control in the Recent	Individual Department

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**.

Precent Run Control ID:CTs_March_2024	Individual Department
	Department Description
Search by: Run Control ID begins with CTs_March_2024	1 1611103 Q CIT Security
\sim Show more options	
Search Clear	Save Return to Search Notify

Clear Save Return to Search Notify

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**.

Save Search ×		
Name CTs_March_2024 Run Control ID CTs_March_2024 UPPEr AU Cancel Save	Search saved as "CTs_March_2024" (280,245)	Saved Search CU Run Control ID:CU CTs_March_2024 Run Control ID:CTs_March_2024

Departmen

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Q CIT Security