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# **Guide to Using Search Templates**

Search templates are a tool which provide Dean's Office/Faculty Affairs Office staff in each school with the opportunity to pre configure certain aspects of their school's searches in the Faculty Recruiting System (FRS). This can be done for convenience's sake, in cases where a school uses similar configurations for each and every search; in such cases, search templates will allow these configurations to be set once, and then reused for future searches. Search templates also give Dean's Office/Faculty Affairs Office staff a granular level of control over their school's searches; if there are any configurable options which they wish to set, and a given school. Locking the field from editing will prevent department search administra

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staff will always retain edit access, even to locked fields.

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Recall that within a search in FRS, all search configuration is performed within the	Any option within a search template can be "Fo on the toggle shown above. This will prevent d administrators from editing this option. Use the particular configurable option must function in your school or in this department; forcing this of search administrators from setting up this option will be able to edit these fields within a search, In some cases, you can prevent search administ making additions to certain sections as well.	prced" by clicking lepartment search is in cases where a a certain way in option will prevent on incorrectly. You but not the SAs. trators from

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### Using Automatic Templates

Recall that earlier, on page 2, you had the opportunity to define which departments in your school could use a particular template. This is a useful tool to exert some control of the departments' use of templates, but you are still reliant on a department search administrator actually selecting that template for use (see page 8 for a screenshot of how they would do this). There may be cases where you wish to force an entire template upon a particular department or search, without giving the search administrator the option to opt out of using it. This can be done using Automatic Templates.

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On this screen, you will see all departments in your school, combined with all possible myHR "Posting" job ranks at which a search can be run. You can use this screen to decide which department/job code combinations should have a particular template forced upon them. Perhaps you wish to force a certain template upon all searches (at all ranks) within a certain department in your school. You could use the Departments filter to select just that department, and leave the Job Ranks filter unfiltered. Or, perhaps you wish for all full Professor searches in your school to use a certain template. Set the Job Ranks filter to Professor, and leave the Departments filter unfiltered. (see additional instructions on next page)

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Setting an automatic template does not apply this template to any existing searches. Instead, it pre sets the use of this template for any searches yet to be created in the department/job rank combination(s) you have set. In the future, whenever a search using this department/job rank combination is generated in myHR and flows into FRS, it will automatically apply the given template, and all of that templates configuration options. Search Administrators are not able to opt out of this.

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## Applying a Template to a Search

Except in cases where you have used an Automatic Template (see pages 6 7), search templates do not automatically apply themselves to a search. Instead, the department search administrator (or you, if that works better for your school's processes) must select which template to apply to any given search. Note that you do not need to use a template on a search – if you do not, the standard

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