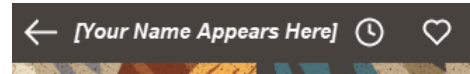


eUMB HRMS: Search Features – Look and Feel Changes

On August 12, 2023, UMB will implement necessary upgrades to enhance security in eUMB HRMS. This upgrade also delivers several new conveniences for users of eUMB HRMS. Employees who do not hold other roles in eUMB HRMS will continue to access through the Self-Service links from myUMB Portal. Only those Employees and Affiliates who hold a role in eUMB HRMS are affected.

The **Recently Visited and Favorites icons** have been moved from left margin on My Homepage to the Header on all pages -- beside your name at top left of a page. They continue to appear on the NavBar as well. In addition, 2 new search options provide quick access to Recent Searches and support Saved Searches for quick retrieval when needed.



Recent Searches

To access recent searches from a given search page:

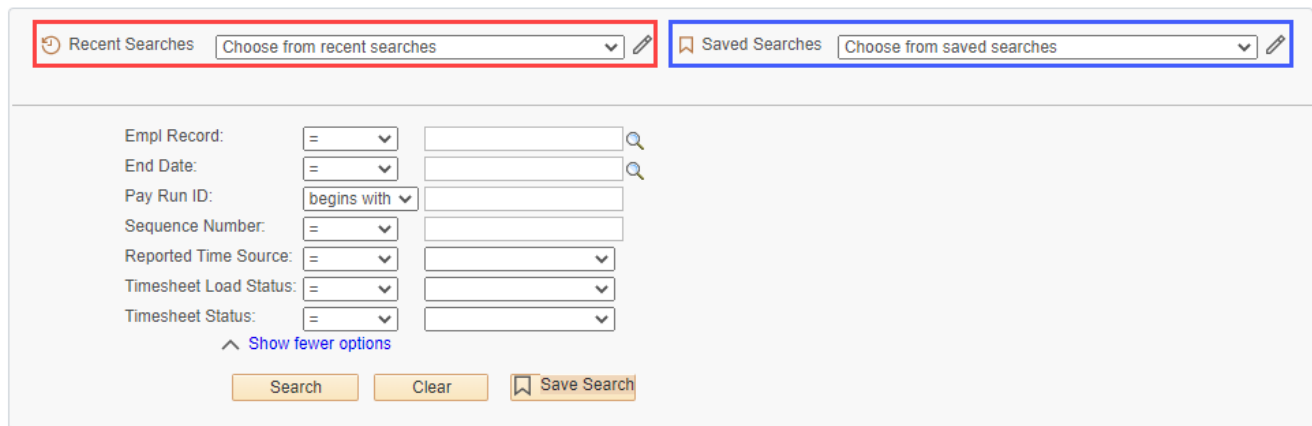
- Click the Recent Searches dropdown arrow, review your search options, and click the desired search.
- eUMB HRMS will display and re-run the search using the criteria defined on the selected Recent Search.
- Results appear below the search criteria. Results are linked to more data, but link text is not displayed in a different color or with an underline.

UMB Timesheet Inquiry

Find an Existing Value

Search Criteria

Enter any information you have and click Search. Leave fields blank for a list of all values.



Saved Searches

To save and use a Saved Search:

- To save a search you've run, click the Save Search button.
- To use: Click the Saved Search dropdown, click the name of the desired search, and click the Search button.
- Results appear below the search criteria. Results are linked to more data, but link text is not displayed in a different color or with an underline.

Manage Recent or Saved Searches

Click the pencil icon to the right of the Recent or Saved Search selection dropdown. To delete an entry, click the X to the far right of a row. To rename a Saved Search, click the Rename link to edit the name and save your change.

eUMB HRMS: Transition to Modern Navigation

UMB has updated navigation in eUMB HRMS to a more modern look and feel. Employees who do not hold other roles in eUMB HRMS will continue to access Timesheets through the Self-Service links from myUMB Portal. Only those Employees and Affiliates who hold a role in eUMB HRMS are affected.

The updated eUMB HRMS Home page now includes tiles related to the role(s) you hold. Each tile is named by role and is a collection of links to the pages, queries, views and reports you use with that role. Those pages, queries, views, and reports have not changed. Your personal list of Favorites has been copied in and entries work with the updated look and feel of eUMB HRMS.

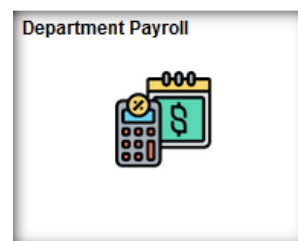
You have options with the new look and feel of the eUMB HRMS Home page! Choose to reach familiar locations using the new role-related tiles on the Home page. Or, if you prefer, navigate by familiar menus using the NavBar button just to the right of the Home button in the upper right corner of the page. Here are a few basics to ease the transition for those who hold roles in eUMB HRMS.



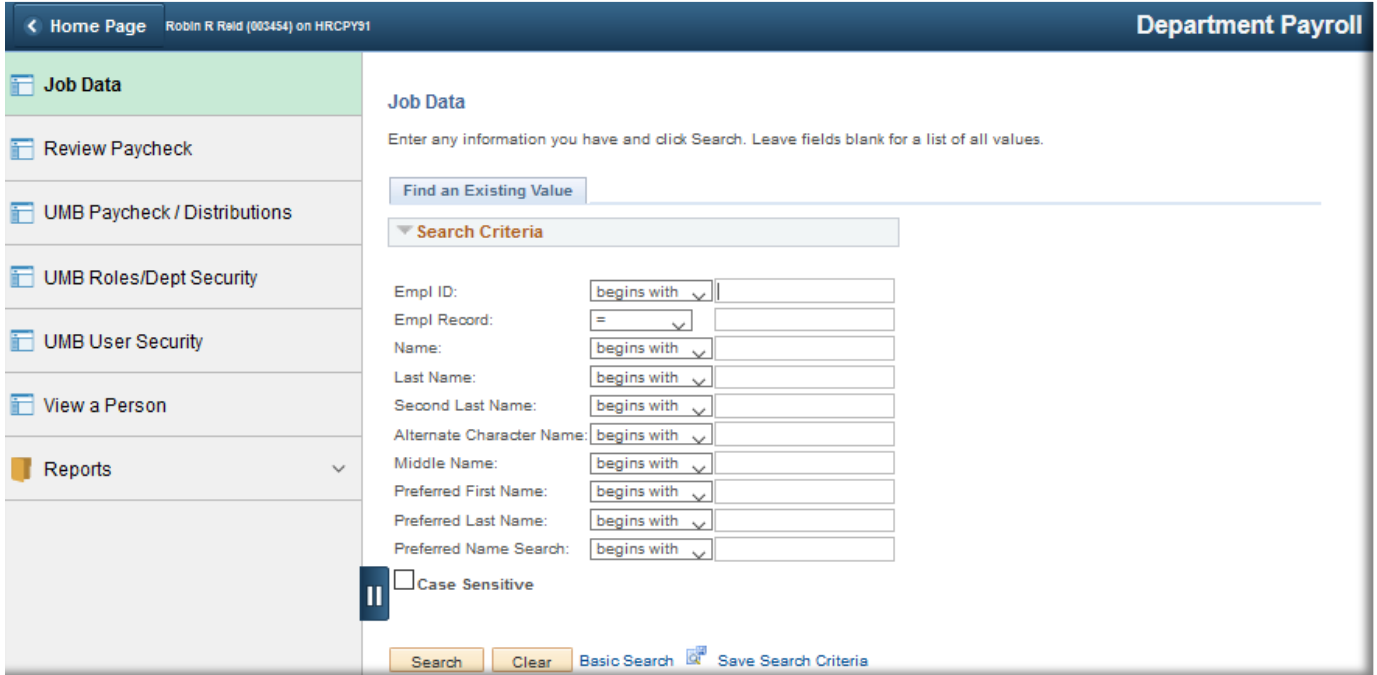
Navigating with Tiles

Tiles are arranged by the jobs you have access to work in eUMB HRMS. Each tile contains links to the pages, reports, queries and views that you access most commonly when doing that job. To navigate using a tile:

- **Click the tile** related to the job you need to complete
 - The tiles on your Home page reflect the role(s) you hold in eUMB HRMS
 - Tiles are collections of links to the assets you use with a given role
 - Most departmental users will see only a handful of tiles such as
 - Department Payroll
 - Employees Funding (CA)
 - Time/Leave Administration
 - Department/HR Administration
 - Travel Administration
 - Reporting Tools
 - Central Office users will also see tiles which reflect their role(s) in eUMB HRMS.



- Along the left margin, **click to select the page, report, query or view you wish to use.**
 - The pages, reports, queries, and views you are familiar with have not changed.
 - Only how you reach them has changed.



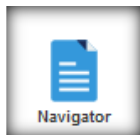
Navigating with Menus: Using the NavBar Button

The NavBar offers other ways to navigate: Recent Places, My Favorites, Navigator and Worklist. The NavBar button is located in the upper right corner of the Home page – just to the right of the Home button.

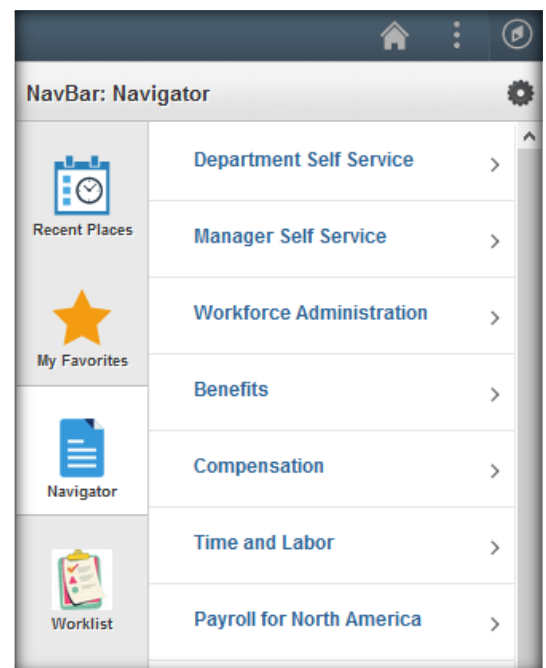
- **Click the NavBar button** located on the Home page, just to the right of the Home button



- **Click the Navigator button** on the pop-out toolbar.



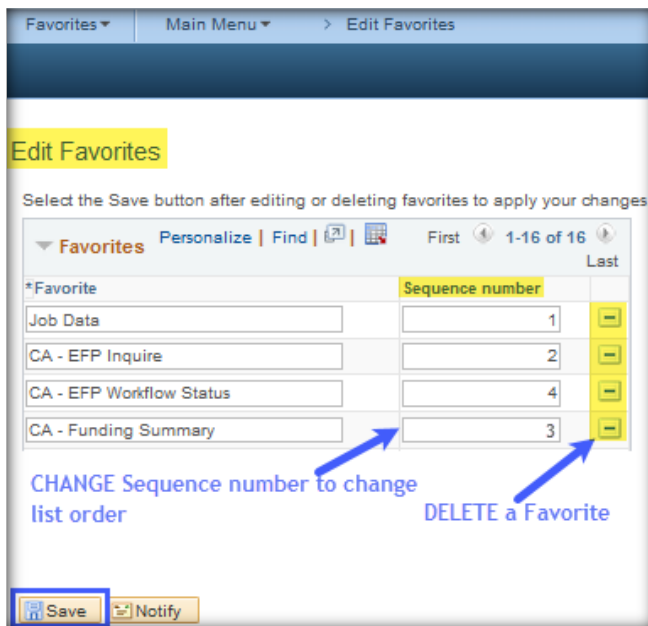
- **Continue to navigate by clicking the menu path** (breadcrumbs) you followed before eUMB HRMS navigation was updated



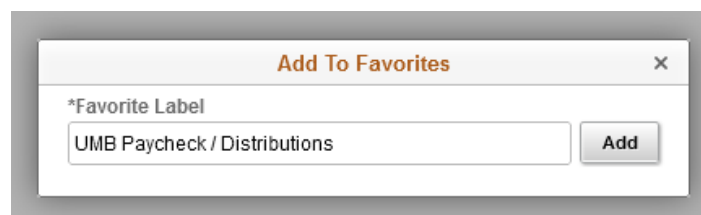
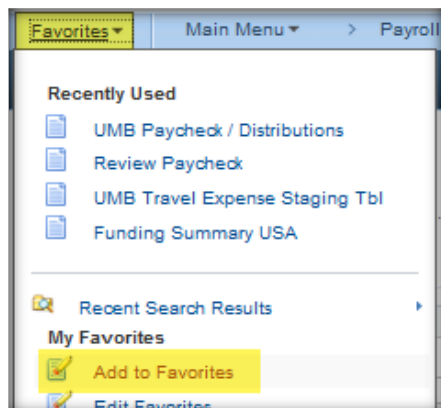
Locating and Managing Your Personal Favorites List

If you have been using Favorites to reach the pages you need, you are in luck! You will find your personal Favorites list in the updated **My Favorites section of the NavBar**.

- **Click the NavBar button** in the upper right corner of the page (next to the Home button)
- **Click the My Favorites button from the pop-out toolbar**
- **Use the Edit Favorites button to manage your Favorites list**
 - **To change the order** of your personal Favorites list, edit the Sequence Number(s)
 - **To edit the title of a Favorite, re-enter the title**
 - **To delete a Favorite**, click the Delete Row button to the far right of an entry
- **SAVE** your changes



- **To Add a Favorite:**
 - **Navigate to a page**
 - **Click the Favorites dropdown** from the Breadcrumbs at the top of the page.
 - **Click Add Favorites** in the My Favorites section
 - **Edit the Favorite Label** if needed
 - **Click the Add** button



Getting Help with the New Navigation Options

- If you require more assistance or have a suggestion for adding links to any of the Tiles, please **contact** the **Campus IT Help Desk (410-706-4357 or help@umaryland.edu)**