

# Oracle Fusion Cloud Human Resources

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**How do I save my searches on  
Redwood pages and reuse them?**



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G48857-02

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# Get Help

There are a number of ways to learn more about your product and interact with Oracle and other users.

## Get Help in the Applications

Some application pages have help icons  to give you access to contextual help. If you don't see any help icons on your page, click your user image or name in the global header and select Show Help Icons. If the page has contextual help, help icons will appear.

## Get Training

Increase your knowledge of Oracle Cloud by taking courses at [Oracle University](#).

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## Share Your Feedback

We welcome your feedback about Oracle Applications user assistance. If you need clarification, find an error, or just want to tell us what you found helpful, we'd like to hear from you.

You can email your feedback to [oracle\\_fusion\\_applications\\_help\\_ww\\_grp@oracle.com](mailto:oracle_fusion_applications_help_ww_grp@oracle.com).

Thanks for helping us improve our user assistance!

How do I save my searches on Redwood pages and reuse them?

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# 1 Overview

## Overview of Saved Searches in Redwood

You can save the search criteria that you use often on the Redwood search pages. You can also reuse these saved searches any time, share them with other users, and set your preferred saved search as the default search.

The criteria that you can save in your searches are: search terms or keywords, filters, Sort By criteria, and visible or default columns. Using combinations of these criteria, you can create different types of saved searches. Some sample search scenarios are: saving a data filter such as only active grade rates, or the sort order for a column.

### Note:

- Only one search will be applied at a time. But you can apply multiple criteria within a single search.
- Your saved searches on Responsive pages won't carry forward to the Redwood pages.

## How You Use Saved Searches

Here's how you can use saved searches:

- Create multiple saved searches based on different sets of criteria, and also switch between them whenever you need to. This won't create any overlap because each set is unique in itself.
- Mark one of your saved searches as the default search. Whenever you open that page, the default search will be applied automatically.
- Take these actions for the saved search: Save, Save as, Edit, and Delete.

The **Save as** option creates a copy of an existing saved search. You can modify the name and make any changes as required.

- Use **Copy link** to share the search with other users by email or text messages. The users can then run the search and save it in their personal saved searches.
- If you have the HRC\_MANAGE\_SYSTEM\_SEARCHES\_PRIV privilege, you can set the search as a system search so that it's shared with all users. You can also mark it as the system default for all users.

## Types of Saved Searches

Saved searches are of these types:

- **System search:** Shared across all users.
- **Personal search:** Specific to a user.

- **Personal shared search:** This personal search can be shared with other users. A shareable link can be copied and opened in another tab or by another user, and the same saved search is applied on that page in the new tab or for the other user.

**Note:** Personal saved search always takes precedence over a system saved search.



## 2 Before You Start

### Security Requirements for System Searches

If you have the **HRC\_MANAGE\_SYSTEM\_SEARCHES\_PRIV** privilege in your role hierarchy, you can save a search as a system search so that it's shared with all users.

You can also mark it as the system default search for all users when they use the search.

This privilege is included by default only in these predefined roles:

- Human Capital Management Application Administrator
- Human Capital Management Integration Specialist



## 3 Personal Searches

### View the List of Saved Searches

To view all the saved searches that are available to you and to apply one of them:

1. On a Redwood search page, click the **Saved Searches** ribbon icon to open the **Saved Searches** panel drawer.
2. In the **Type** drop-down list, select one of the following LOV types:
  - **All:** Shows the list of all the saved searches.
  - **System searches:** Shows the list of system searches.
  - **Personal searches:** Shows the list of your personal searches.
  - **Personal shared searches:** Shows the list of personal searches that you enabled for sharing.

Depending on the LOV type that you select, you'll see the corresponding list of saved searches in the **Select Saved Search** drop-down list.

3. Select the search that you want from the **Select Saved Search** drop-down list, and click **Apply**.
4. To switch to a different saved search, follow the same steps.

**Note:** The displayed columns also change based on the search criteria you select.

Here are some examples:

- If you create a saved search for benchmark relevance, the filter applied is benchmark and the **Sort By** criteria is **Relevance**. Depending on the columns that you selected for the search, the search results could display columns such as Name, Code, Status, and Benchmark.
- If you apply the saved search created for job family where the **Sort By** criteria is Name A to Z, Job Family will be one of the displayed columns.

### Create a Saved Search

On a Redwood search page, you can create a saved search based on filters, keywords, hidden or default columns, and **Sort By** criteria. You can see the **Saved Searches** icon beside the filter chips.

Let's see an example of how you create a saved search on the Jobs search page:

1. Go to **My Client Groups > Show more**, and click **Jobs**.
2. On the initial Jobs search page, click the search icon on the search bar to display the list of jobs.
3. Click **Filters** to open the **Filters** panel drawer. Let's say you expand **Scheduling Group**, select one of the values SCM Milling Operator, and click **See Results**.

The search results are filtered by the selected scheduling group.

4. Click **Sort By Relevance** and sort using the **Name, Z to A** option.
5. Click **Columns** and select the **Scheduling Group** column in the **Hide** section, so it moves to the **Show** section.

6. Click the **Saved Searches** icon.
7. In the **Saved Searches** panel drawer, click the plus icon to create a search.
8. Enter a name for the search, and click **Save and Apply**.

You can now see the saved search name next to the **Saved Searches** icon on the search page.

## Set Your Default Search

You can mark one of your personal saved searches as your default search, so that the page always opens with that search applied.

To mark a personal saved search as your default search, you need to select the **Mark as default** checkbox. You can mark it either while creating the saved search or later by editing it.

**Note:** The default personal saved search for the logged-in user always takes precedence over the system default if any system default search has been set.

To mark a saved personal search as your default search:

1. In the **Saved Searches** panel drawer, from the select the **Select Saved Search** drop-down list, select the saved search that you want to set as your default search.
2. Select the **Mark as default** checkbox.
3. Click **Save and Apply**.

## Edit a Saved Search

Here are some best practices to follow when you edit a saved search:

- You need to first apply a saved search before you edit it. If you try to edit a saved search without applying it, it might corrupt the other saved searches or this one itself.
- Apply the saved search once more after editing it. This ensures consistency in the search results and proper validation of the saved search criteria after you make any changes.

To edit a saved search:

1. Click the **Saved Searches** icon on the Redwood search page.
2. In the **Saved Searches** panel drawer, from the select the **Select Saved Search** drop-down list, select the saved search that you want to edit.
3. Click **Apply**.
4. Make any changes as required to the saved search.  
For example: add or remove filters, change the sort order, show or hide columns, and add or remove keywords.
5. Click the **Saved Searches** icon again on the Redwood search page.
6. In the **Saved Searches** panel drawer, from the select the **Select Saved Search** drop-down list, select the same saved search for which you made the changes.
7. Do one of the following:
  - If you want to save the search with the same name and don't want to make any further changes:
    - i. Click **Save** in the **Actions** drop-down list, and then click **Apply**.

- If you want to make further changes to the search such as changing the name, setting it as the default, or enable it as a system search:
  - i. In the **Actions** drop-down list, click **Edit**.
  - ii. In the **Edit** drawer, make any other changes as listed above.
  - iii. Click **Save and Apply**.

The changes will be applied on the search page.

## Delete a Saved Search

To delete a saved search:

1. Click the **Saved Searches** icon to open the **Saved Searches** panel drawer.
2. From the **Select Saved Search** drop-down list, select the saved search that you want to delete.
3. Click **Delete** in the **Actions** drop-down list, and then click **Apply**.

**Note:** If you have applied a particular saved search on the search page and you try to delete a different saved search, it doesn't have any effect on the page. But if you try to delete the same saved search that's applied on the page, the application will clear the filters on the page and do a blind search.

## Create a Copy of a Saved Search

You may sometimes need to create a new search that's similar to an existing saved search, but with some differences.

Use the **Save as** option to save the existing saved search with a different name and make any modifications as required.

To create a copy of a saved search:

1. Click the **Saved Searches** icon to open the **Saved Searches** panel drawer.
2. From the **Select Saved Search** drop-down list, select the saved search that you want to save with a different name.
3. Click **Save as** in the **Actions** drop-down list.
4. In the **Save as** field, rename the search as required and then click **Save and Apply**.
5. Make any changes as required to the newly saved search and save it again.

## Enable Sharing of a Personal Search

You can enable sharing of a personal saved search either when you're creating it or by editing it later.

When you select a personal saved search that's enabled for sharing, you'll see a link called **Copy link**. You can copy this link and apply the same search in a new browser tab, or share it with other users.

To enable sharing of a saved search and to use the link for sharing:

1. Click the **Saved Searches** icon on the Redwood search page. For example, the Jobs search page

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2. In the **Saved Searches** panel drawer, from the select the **Select Saved Search** drop-down list, select the saved search for which you need to enable sharing.
  3. Select the **Enable sharing** checkbox.
  4. Click **Save and Apply**.
  5. Select the same saved search again.
  6. Click **Copy link**, open a new browser tab, and paste the link.

You can see that the copied search is applied in the new tab.

7. Share the link with other users by email or text as required.

## 4 System Searches

### Enable a Saved Search as a System Search

If your role has the required privileges, you can set a user-specific saved search as a system search so that it's available to all the users.

For more information about the privileges, see the Security Requirements for System Searches topic in this playbook.

Let's look at an example where you enable a saved search as a system search on the Redwood Jobs search page.

1. Click the **Saved Searches** icon on the Redwood Jobs search page.
2. In the **Saved Searches** panel drawer, from the select the **Select Saved Search** drop-down list, select the saved search that you want to set as a system search.
3. In the **Actions** drop-down list, click **Edit**.
4. In the **Edit** drawer, in the **System Settings** section, select the **Enable as system search** checkbox.
5. Click **Save and Apply**.

This saved search will be available to all users, because it's now marked as a system search.

### Mark a Saved Search as the System Default

If you have the required privileges, you can mark a system search as the system default. You can mark it either when you're enabling a saved search as a system search, or later by editing it.

For more information about the privileges, see the Security Requirements for System Searches topic in this playbook.

When a search is marked as the system default:

- If a user doesn't have any personal searches saved, this will become their default search.
- If the user has a personal saved search, then their personal search will appear as their default search, taking precedence over the system search.

To mark a system search as the system default:

1. Apply the saved system search on the Redwood search page.
2. In the **Saved Searches** panel drawer, select the saved search that you want to set as the system default.
3. Edit the search and select the **Mark as system default** checkbox.
4. Click **Save and Apply**.

