

Turning the Autocomplete feature on or off

As of 8/26/13, SABHRS HR will have a feature called Autocomplete turned 'on.' This feature allows the system to prompt you for results as you type. A menu of options will populate as shown in the image below:

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

Find an Existing Value | Add a New Value

Search Criteria

Course Code: begins with swh03

Description: begins with

Internal/External: =

Course Type: =

Case Sensitive

Category Code	Subcategory Code	Course Code
AD	SABHRS	SWH030
AD	SABHRS	SWH034
UNKNOWN	UNKNOWN	SWH031
UNKNOWN	UNKNOWN	SWH032
UNKNOWN	UNKNOWN	SWH033
UNKNOWN	UNKNOWN	SWH035
UNKNOWN	UNKNOWN	SWH036

Search Clear Basic Search Save Changes Settings

Find an Existing Value | Add a New Value

This feature can be turned on/off for **all** pages OR can be turned on/off for specific pages throughout SABHRS HR.

To turn Autocomplete on/off for all SABHRS HR pages:

1. Login to SABHRS HR
2. Navigate to the following path: **Main Menu > My Personalizations**
3. Click the **Personalize Navigation Personalizations** link:

MINE

Favorites | Main Menu > My Personalizations

Personalizations

Personalized settings are in effect.
You must login again to see the changes.

- [Personalize User Option by Category](#)
- [Personalize General Options](#)
- [Personalize System & Application Messages](#)
- [Personalize Navigation Personalizations](#)

Restore Defaults

4. Change the Autocomplete dropdown to **No** (to turn it off) or to **Yes** (to turn it on) then click **OK**:

Option Category: Navigation Personalizations

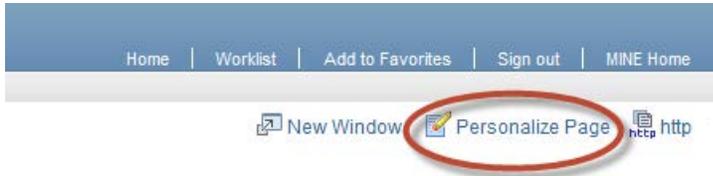
Personalization Option	Default Value	Override Value	
Drop down Menu Sort Order	None		Explain
Automatic Menu Collapse	No		Explain
Tab over Calendar Button	No		Explain
Default Expert Entry On	Yes		Explain
Max rows for View All	100		Explain
Tab over Grid Tabs	No		Explain
Tab over Header Icons	No		Explain
Tab over Lookup Button	No		Explain
Tab over Navigation Bar	No		Explain
Tab over Browser Elements	No		Explain
Tab over Page Links	No		Explain
Tab over Related Page Links	No		Explain
Tab over Toolbar	No		Explain
Autocomplete	Yes	Yes	Explain

Restore Category Defaults

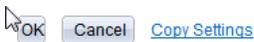
OK Cancel

To turn Autocomplete on/off for specific pages or components in SABHRS HR:

1. Navigate to the page or component for which you would like to turn Autocomplete on/off (you must navigate past the search page as search pages are controlled by the above mentioned settings)
2. Click the **Personalize Page** link in the upper right-hand corner



3. Click the **Disable Autocomplete for the entire page** checkbox (to disable the current page you are viewing) OR click the **Disable Autocomplete for the entire component** checkbox (to disable autocomplete for the page you're viewing and any additional tabs on that page)



Page Personalization

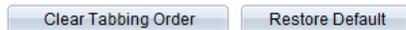
- Put this page in front (the current tab) when I come into this component.
- Save the state of the expanded/collapsed sections on this page.
- Save tabbing order personalized below.

To define new tabbing order, select Clear Tabbing Order, then click items to include in desired sequence. This new Tab order setting may be overridden by the people code command SetCursorspos().
To rearrange tabbing order, select Remove from order, Move up in order, or Move down in order, then click appropriate items to rearrange.

- Disable Autocomplete for the entire page.
- Disable Autocomplete for the entire component.

To configure Autocomplete for the entire page or component, select the above appropriate checkboxes.

To enable or disable Autocomplete for a specific field, select the Autocomplete toggle icon next to the field. When Autocomplete is disabled, the toggle icon will be grayed out or not shown.



- Include In Tabbing Order
- Remove From Order
- Move Up In Order
- Move Down In Order