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HCM PeopleTools Upgrade 2026 [1]

Get to know the new PeopleTools features in HCM

On Oct. 26, a HCM PeopleTools upgrade will deliver new features that will make it easier to find what you need, solve minor inconveniences and save commonly-used transactions.

Highlights:

- **New search capabilities:** Search suggestions will now be grouped within the Global Search bar along with Recently Visited suggestions to access old searches quickly.
- **My Favorite Searches:** Users can favorite and organize saved component searches under Favorites within the NavBar.
- **Disable email for empty queries:** If a scheduled query returns no results, you can prevent an email from being sent.
- **Add a Header and Footer Message in a Query**: Query developers can configure headers and footers to display when queries are run to HTML.

Can't see the changes after Oct. 25? Clear your cache [2] to see the updates.

Expanded Search Capabilities

Search suggestions will now be grouped within the Global Search bar along with Recently Visited suggestions to access old searches quickly. Up to five recent searches will be displayed.

Explore the hotspot to see the changes:

My Favorite Searches

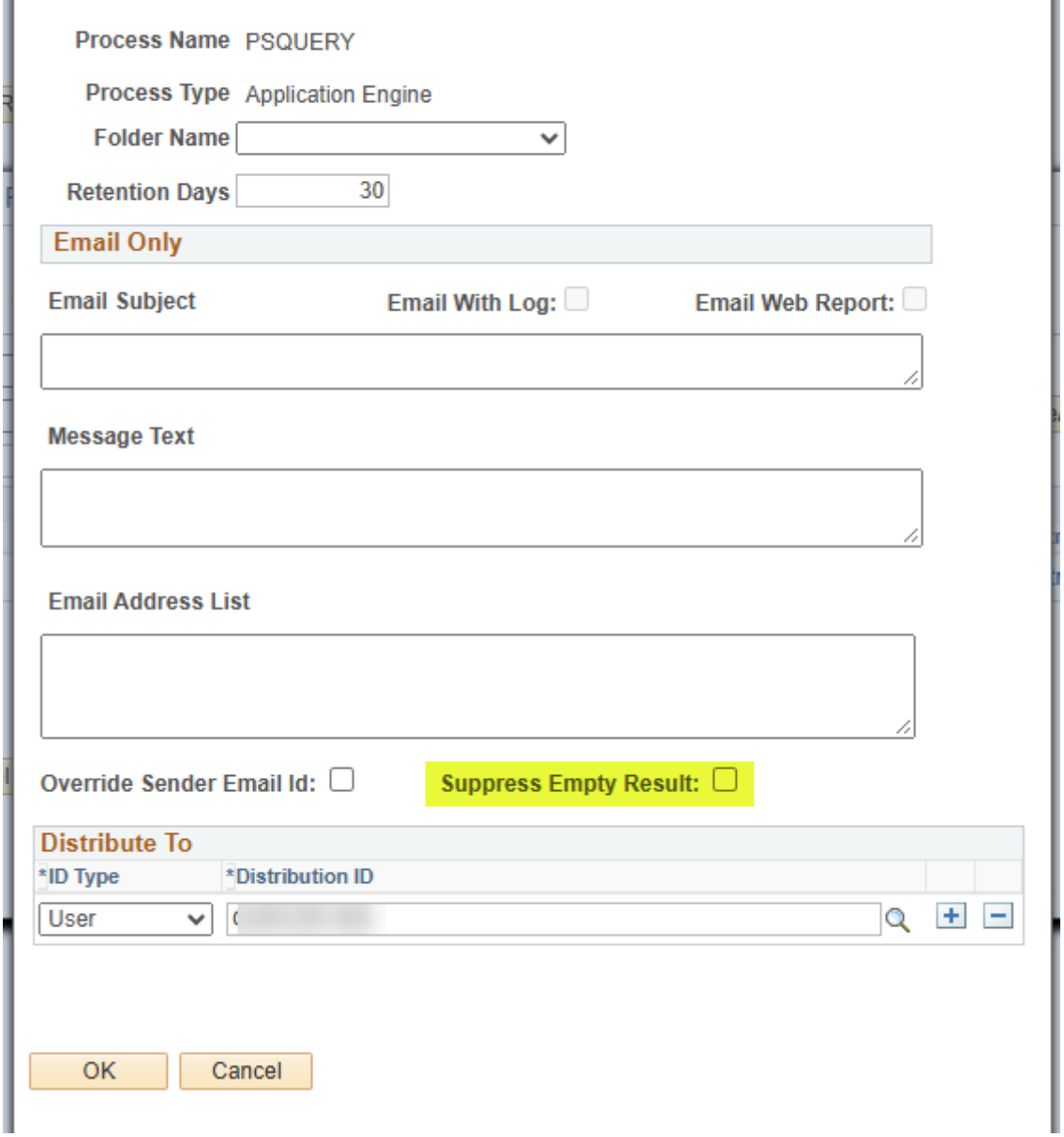
Have a component search you use every week? Save an extra step and favorite frequent component searches. Favorited searches will then appear in **My?Favorites Searches** under **Favorites**.?

Users with saved component searches can also organize their favorite searches using the My Favorite Searches. Clicking on a saved search in My Favorite Searches launches the component and executes the search.

Disable Emails for Empty Queries

Users scheduling queries and distributing query results by email can check the **Suppress Empty Result checkbox** under **Distribution Detail** when scheduling to prevent an email message from being sent if a query returns no results.

When this checkbox is not selected, an email is sent with a subject of "No matching rows were found." The Suppress Empty Result checkbox is unchecked by default.

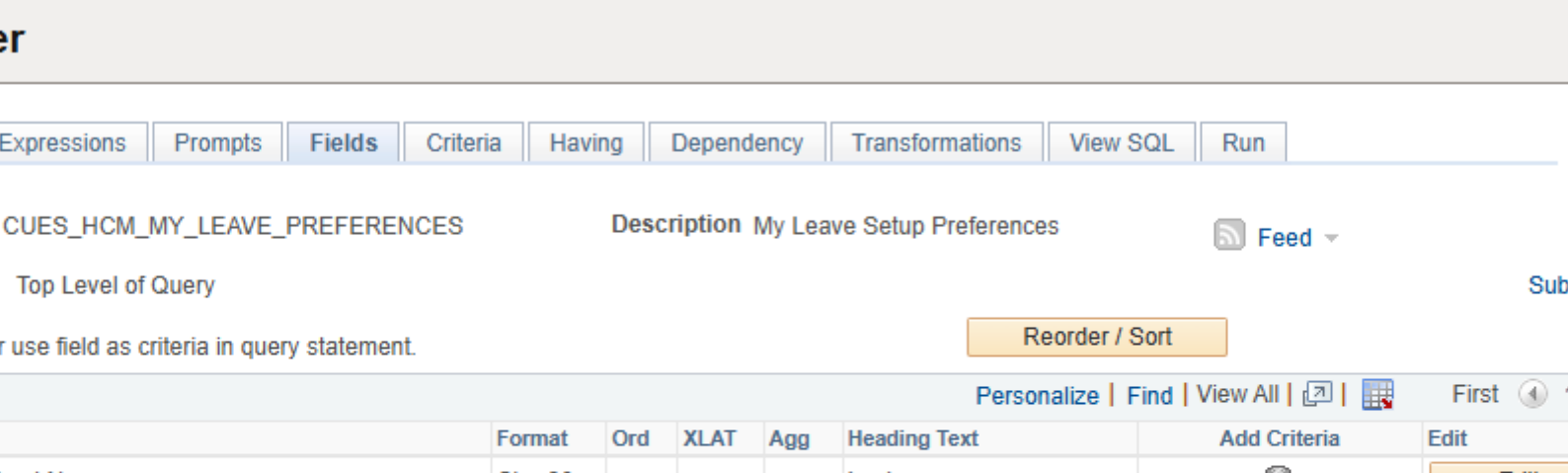


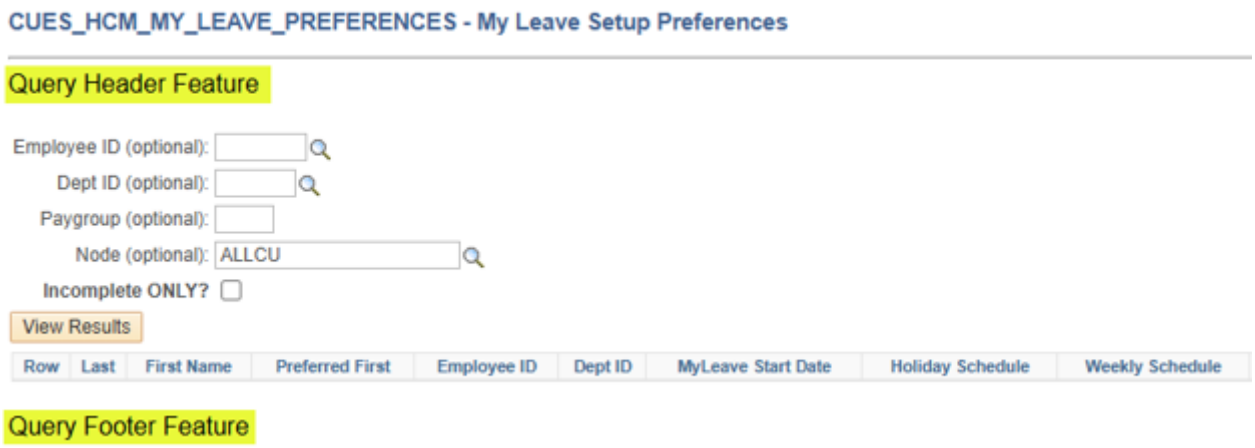
[3]

Click the image to enlarge.

Header and Footer Message in PS Query

Query developers can configure headers and footers to display when queries are run to HTML. The headers and footers can be Message Catalog messages or static text.





[5]

Click the image to enlarge.

Groups audience:
HCM Community

Source URL:https://www.cu.edu/hcm-community/hcm-peopletools-upgrade-2026

Links
[1] https://www.cu.edu/hcm-community/hcm-peopletools-upgrade-2026 [2] https://www.cu.edu/docs/computer-help-clear-cookies-and-cache-browser
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