Running Employee Searches in StaffSuite



Within the Employee ribbon (A), click the Run Search button (B).

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Select a folder within the Saved Searches area.

The main folders you will use are **Branch** and **Global**. Feel free to use searches that surrounding branches have created. The 10 most recent searches you've ran will be saved in the **Recent** folder.

Once a folder is selected, saved searches that apply to the folder will appear.

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Click the search you would like to use. The **Search Statement** will then populate.

	Show SQL Manage <	Saved Searches
garch Statement Show employee that (Occupat and [Skill = 'Microsoft Excel'', - ''Albertville, AL'')	ion = "Administrative Assistant") "PowerPoint") and (Branch Name	Recent User Branch Service Line Global
Radius Search	Proximity in Miles	Dele
Pre-Hire Include Pre-Hire	Forms and Procedures	***Called in Available in date Accounting Candidates Ad Asst / excel-powerpoint Admin Assid at
Associated <u>D</u> ocuments Search <u>Type</u> Any of these words	- Euzzy Search 🗌	All Available and New AP/AR AP/AR Manufacturing AQF Arab area Arab area
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Edit the Search Statement.

Any information that is in quotation marks, as well as dates (that are not in quotation marks), can be edited. If you are using a search from another branch, you will want to change the branch name to your branch. Here's a few tips when editing searches:



Quotation marks and parenthesis must remain in the statement.



Capitals, punctuation, and spaces matter.



The information must be typed EXACTLY as it appears in StaffSuite.



If desired, add additional search criteria by using the **Radius Search** and **Associated Documents** fields.



The **Radius Search** allows you to search for associates in a specific **Zip Code**, as well as for those who are in a specific **Proximity in Miles** to that location.

NOTE: The **Pre-Hire** section will always be greyed out, as we don't use this feature.



The **Associated Documents** section provides the ability to search for **Keywords** that are in documents (such as a resume) that are attached to the associate's profile. Checking the **Fuzzy Search** box will assist with possible misspellings within the documents.



Click the Run Search button. Results will then appear in the Employee Grid.



The number of results will appear at the bottom of the grid.

If the results contain over 1,000 associates, only 1,000 will be shown at first. To view all results, click the **More Results** button. Additional results will appear in groups of 1,000 each time the button is selected, until the total is reached.

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Showing 1000 of 1111 Results											

If you would like to save the search, select the **Save** button. You will be given the opportunity to choose a folder to save it in. Generally, it's best to save the search in your **Branch** folder.