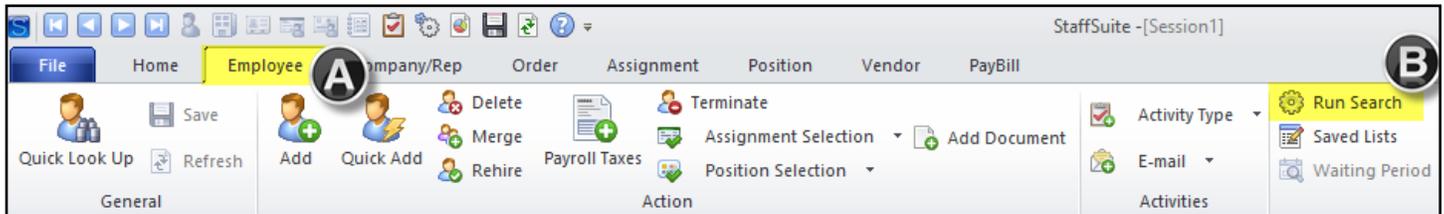


Running Employee Searches in StaffSuite

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

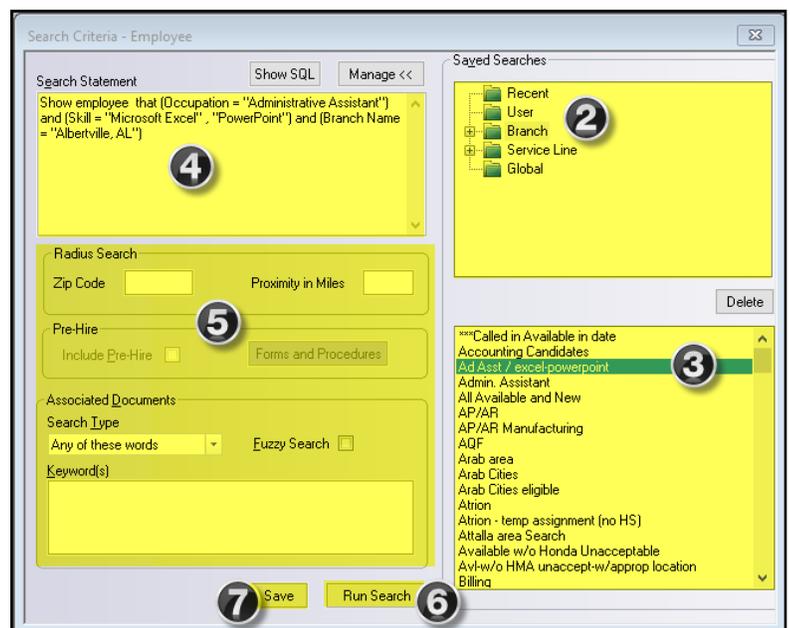


- 2 Select a folder within the **Saved Searches** area.

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.

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



- 4 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:**

- A** Quotation marks and parenthesis must remain in the statement.
- B** Capitals, punctuation, and spaces matter.
- C** The information must be typed **EXACTLY** as it appears in StaffSuite.

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

A 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.

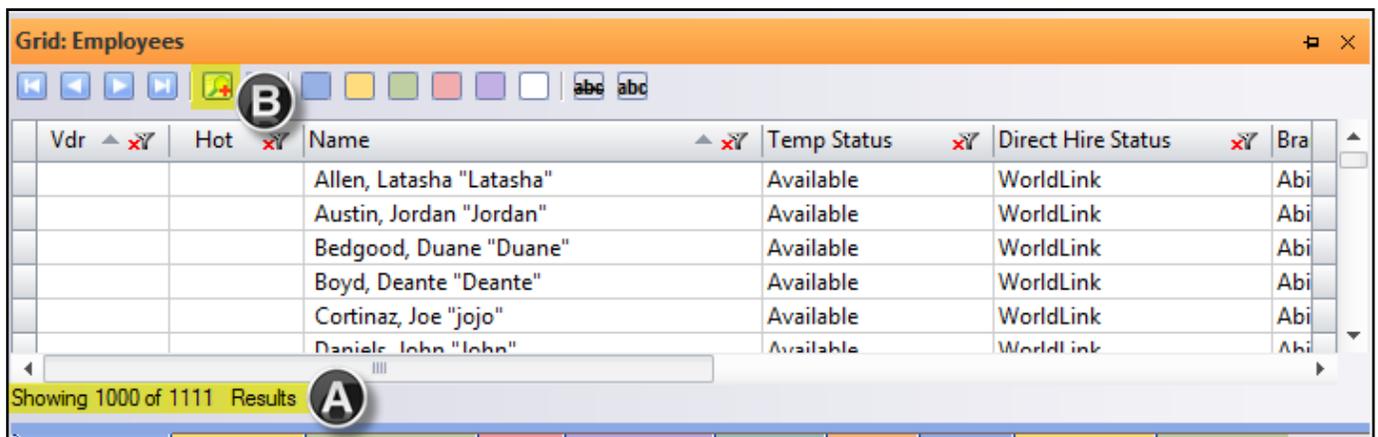
NOTE: The **Pre-Hire** section will always be greyed out, as we don't use this feature.

B 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.

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

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

B 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.



The screenshot shows a window titled "Grid: Employees" with a toolbar and a table of results. A callout 'B' points to the toolbar. The table has columns: Vdr, Hot, Name, Temp Status, Direct Hire Status, and Bra. The results list several employees, all with "Available" status and "WorldLink" direct hire status. A callout 'A' points to the status bar at the bottom of the grid, which displays "Showing 1000 of 1111 Results".

Vdr	Hot	Name	Temp Status	Direct Hire Status	Bra
		Allen, Latasha "Latasha"	Available	WorldLink	Abi
		Austin, Jordan "Jordan"	Available	WorldLink	Abi
		Bedgood, Duane "Duane"	Available	WorldLink	Abi
		Boyd, Deante "Deante"	Available	WorldLink	Abi
		Cortinaz, Joe "jojo"	Available	WorldLink	Abi
		Daniel, John "John"	Available	WorldLink	Abi

7 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.