

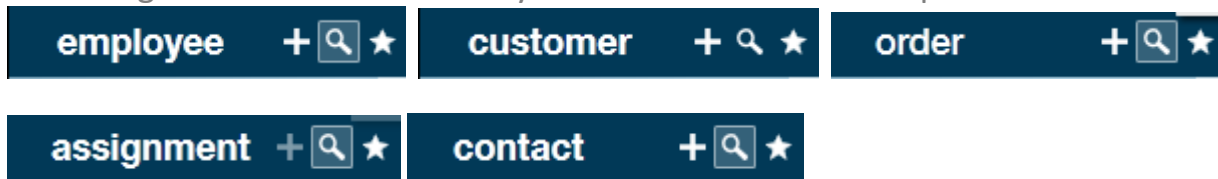
Searching

Searching in TempWorks Enterprise is very easy.

However, searching in TempWorks can involve more than simply finding someone to fill a job... Searching can also be used for:

- Date ranges
- Displaying additional and various data
- Email lists
- Reporting
- Finding Prospects, Customers, Contacts, Assignments, Candidates, Orders...
- Searching

Searching can be conducted in any of the main areas of TempWorks:



As well as searching for Candidates on an Order:



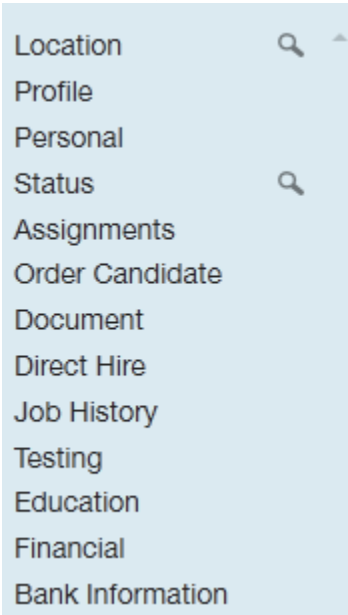
And searching for Paychecks and Invoices:

A light blue form titled 'search for checks'. It has two radio buttons: 'Posted' (selected) and 'Staged'. Below is a dropdown menu for 'Accounts' with 'Sales' selected. Under 'Check Dates', there are two date input fields: 'From' with '10/6/2011' and 'To' with '12/7/2011'. Each date field has a small calendar icon to its right.A light blue form titled 'search'. It has a section for 'Invoice Dates' with two date input fields: 'From' with '9/7/2011' and 'To' with '12/7/2011'. Each date field has a small calendar icon to its right.

To begin a search click on **Enhance Search** in any of the main areas (or Candidate/Search, if searching for Candidates within an Order; or in the criteria area if searching for Paychecks or Invoices):

Enhance Search

This will open the Search area and list the categories by which you can search:



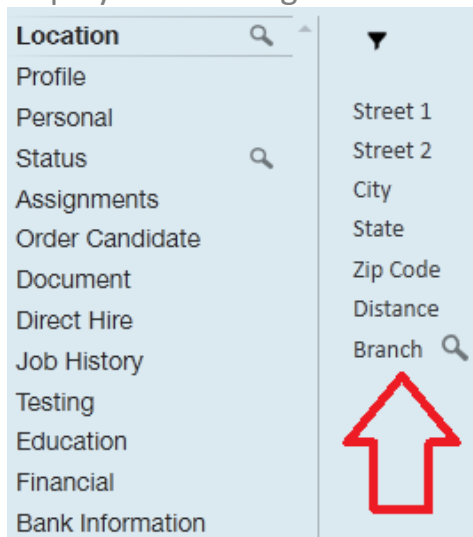
The first rule of searching is always...
CLEAR CRITERIA
...because, TempWorks will remember the last criteria you searched for and will assume you want to continue with that criteria.

There will be a magnifying glass next to the categories where criteria have been specified.

The fields at the top of the search screen, when in the main areas of Enterprise, will be included in your search criteria:

Last Name	<input type="text"/>	SSN	<input type="text"/>	All Records	RepName	All Reps	Document Text
First Name	<input type="text"/>	ID	<input type="text"/>	Active	Branch	Midwest	<input type="text"/>

By clicking on any category, the individual fields within that category will be displayed to the right:



Click on any individual field name to run a search for that area:

Zip Code

Like

Key in the information you want to search by then click on the Search button



Zip Code

Like ▾ 55121

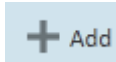
Or, hit Enter on your keyboard.

Your search returned 10 results.

Drag a column header here to group by that column.

ID	Last Name	First Name	Branch	Phone	Is Active	Is Assigned	Last Message	Zip C...
271	Bowen	Joan	Midwest	(895) 415-6456	<input checked="" type="checkbox"/>	<input type="checkbox"/>		55121
484	Danger	Susan	Midwest	(612) 225-5986	<input checked="" type="checkbox"/>	<input type="checkbox"/>		55121
320	Donnay	Joan	Midwest	(321) 584-6845	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		55121
9	Fuller	James	Midwest	(651) 456-7894	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		55121
314	Johnson	Dave	Midwest	(321) 558-7665	<input checked="" type="checkbox"/>	<input type="checkbox"/>		55121
492	Larson	Kerry	Midwest	(952) 698-6588	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		55121
302	Rothstein	James	Midwest	(321) 578-4665	<input checked="" type="checkbox"/>	<input type="checkbox"/>		55121
329	Sparks	Jane	Midwest	(321) 516-8186	<input checked="" type="checkbox"/>	<input type="checkbox"/>		55121
332	Sparks	Julia	Midwest	(321) 518-6616	<input checked="" type="checkbox"/>	<input type="checkbox"/>		55121
299	Tyler	Stephen	Midwest	(320) 493-9263	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		55121

More than one criteria can be searched at the same time. By clicking additional criteria within this specific field can be searched.



In the example below the search is looking for:

- All Employees
- Who are Active
- Have a Home Branch of Midwest
- Have a Zip Code of **EITHER 55121 OR 14850**

Last Name SSN All Records RepName All Reps Document Text

First Name ID Active Branch Midwest

Enhance Search

Location Profile

Personal Street 1

Status Street 2

Assignments City

Order Candidate State

Document Zip Code Show in Results

Direct Hire Like ▾ 55121

Job History Like ▾ 14850

Testing

Education

+ Add Match Any

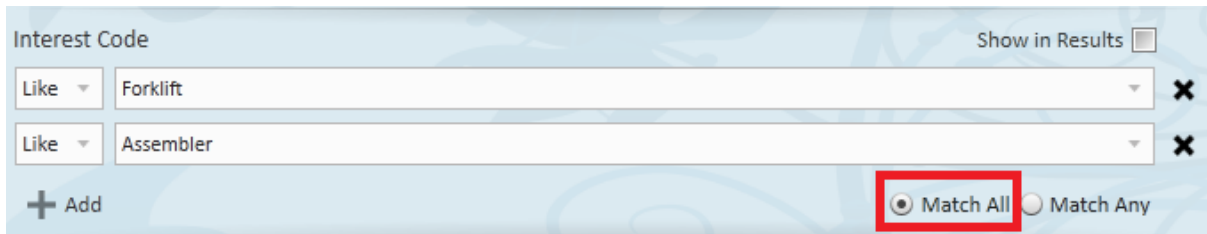
Match Any vs. Match All:

When select Match Any, Enterprise uses an OR clause in the search

In some instances, it makes sense to search for multiple criteria. In that case an AND clause is used.

For instance, in the example below the search will return:

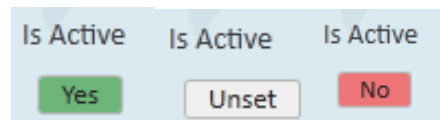
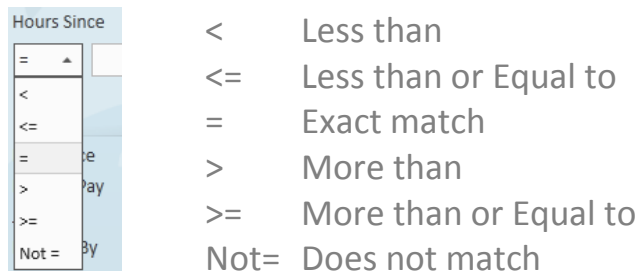
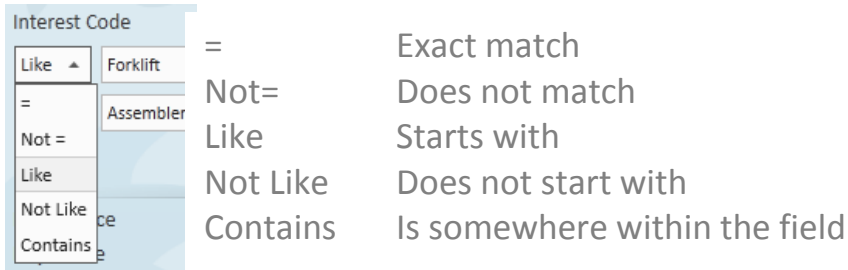
- All Employees
- Who are Active
- Have a home Branch of Midwest
- Can drive a Forklift **AND** are an Assembler



As much criteria can be added to the different categories as fields as desired.

Comparatives:

At the beginning of some criteria input fields there are comparative boxes which can be used to match to the data housed within the record's field:



Some comparatives are Yes/No/Both options.

Managing Search Results:

Once a search has been conducted the results will be displayed in a grid:

Your search returned 63 results.

Drag a column header here to group by that column.

ID	Last Name	First Name	Branch	Phone	Is Active	Is Assigned	Last Message	Zip C...	HasResume
377	Alaska	Joe	Midwest	(215) 878-7877	<input checked="" type="checkbox"/>	<input type="checkbox"/>		19131	<input checked="" type="checkbox"/>
411	Anderson	James	Midwest		<input checked="" type="checkbox"/>	<input type="checkbox"/>		14850	<input type="checkbox"/>
82	Ayannihun	Cassidy	Midwest		<input checked="" type="checkbox"/>	<input type="checkbox"/>		07087	<input type="checkbox"/>
328	Bacon	Rose	Midwest	(651) 456-7894	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		55378	<input type="checkbox"/>
488	Bellows	Mark	Midwest	(321) 654-9877	<input checked="" type="checkbox"/>	<input type="checkbox"/>		14850	<input type="checkbox"/>
489	Bellows	Mike	Midwest	(321) 654-9874	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		14850	<input type="checkbox"/>
485	Blaine	Jason	Midwest	(952) 250-2398	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		55306	<input checked="" type="checkbox"/>
271	Bowen	Joan	Midwest	(895) 415-6456	<input checked="" type="checkbox"/>	<input type="checkbox"/>		55121	<input type="checkbox"/>
262	Brell	Dalyce	Midwest	(321) 654-9874	<input checked="" type="checkbox"/>	<input type="checkbox"/>		14850	<input type="checkbox"/>
487	Carlson	Tony	Midwest	(763) 998-5547	<input checked="" type="checkbox"/>	<input type="checkbox"/>		55124	<input type="checkbox"/>
484	Danger	Susan	Midwest	(612) 225-5986	<input checked="" type="checkbox"/>	<input type="checkbox"/>		55121	<input type="checkbox"/>

This grid can be **rearranged** to suit:

- Sort by a column by clicking on the column header
 - Click once to sort ascending
 - Click again to sort descending
 - Click a third time to sort in the original result order
- *The grid will display the line item that is currently highlighted after selecting sorting options so scrolling to the top of the list may be necessary.
- Rearrange columns
 - Drag and drop a column header name to where in the grid it should be displayed

Your search returned 63 results.

Drag a column header here to group by that column.

ID	First Name	Last Name	Branch
377	Joe	Alaska	Midwest

- Group by columns
 - Drag and drop a column header to the blank area above the column header bar
 - Drag and drop additional column headers to group by multiple criteria

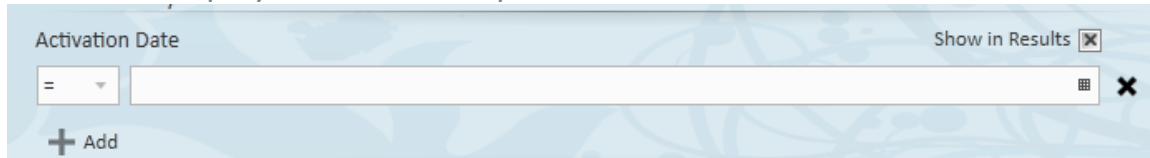
ID	Last Name	First Name	Branch	Phone	Is Active	Is Assigned	Last Message	Zip C...	HasResume
Is Assigned: False (1 item)									
377	Alaska	Joe	Midwest	(215) 878-7877	<input checked="" type="checkbox"/>	<input type="checkbox"/>		19131	<input checked="" type="checkbox"/>
Is Zip Code: 14850 (5 items)									
Is Assigned: False (3 items)									
262	Brell	Dalyce	Midwest	(321) 654-9874	<input checked="" type="checkbox"/>	<input type="checkbox"/>		14850	<input type="checkbox"/>
488	Bellows	Mark	Midwest	(321) 654-9877	<input checked="" type="checkbox"/>	<input type="checkbox"/>		14850	<input type="checkbox"/>
411	Anderson	James	Midwest		<input checked="" type="checkbox"/>	<input type="checkbox"/>		14850	<input type="checkbox"/>
Is Assigned: True (2 items)									
219	Potter	John	Midwest	(321) 952-2421	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		14850	<input checked="" type="checkbox"/>
489	Bellows	Mike	Midwest	(321) 654-9874	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		14850	<input type="checkbox"/>

*To un-group drag and drop the column headers back into the column header bar.

Displaying Additional Data in a search result:

Any data can be included in the search results. The additional fields that are displayed can, but do not have to, be criteria which have been searched for.

To display additional data in the search results locate the category and field which should be displayed and click to place an “x” in the Show in Results box:




Your search returned 63 results.

Drag a column header here to group by that column.

ID	Last Name	First Name	Branch	Phone	Is Acti...	Is Assi...	Last Message	Zip C...	Activation Date
377	Alaska	Joe	Midwest	(215) 878-7877	<input checked="" type="checkbox"/>	<input type="checkbox"/>		19131	10/27/2011 10:18:00 AM
411	Anderson	James	Midwest		<input checked="" type="checkbox"/>	<input type="checkbox"/>		14850	11/14/2011 9:59:00 AM
82	Ayannihun	Cassidy	Midwest		<input checked="" type="checkbox"/>	<input type="checkbox"/>		07087	10/31/2010 12:00:00 AM
328	Bacon	Rose	Midwest	(651) 456-7894	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		55378	10/4/2011 1:30:00 PM

Multiple fields can be selected to be displayed in the search results.

Printing and Exporting Search Results:

Print search results by clicking on the Print Icon  in the upper right corner. This will open the print dialog box where a specific printer can be selected. When printing the orientation can be selected. If there are a lot of columns the landscape option may be best to print.

Export search results by clicking on the Export Icon  in the upper right corner.

Saving Searches:

If a search will be run over and over, instead of building the criteria over and over, a search can be saved. Saving searches can save a ton of time with not having to rebuild previously built searches.

Build a search: In the example, the user would like to send welcome letters to everyone who registered in the month of November 2011. Therefore, search is looking for:

- All Employees
- All Statuses
- All Branches for which the user has access:

Last Name	<input type="text"/>	SSN	<input type="text"/>	All Records	RepName	All Reps
First Name	<input type="text"/>	ID	<input type="text"/>	All Statuses	Branch	All Branches

- Who were entered into the database during the month of 11/2011 and the user wants to know what the activation date is:


Activation Date	Show in Results <input checked="" type="checkbox"/>
>=	11/1/2011
<=	11/30/2011
<input checked="" type="radio"/> Match All	<input type="radio"/> Match Any

***Notice: When searching for records within a date range always use "Match All".**


***Notice: Show in Results has been selected because in this instance the activation date is desired**

Once the search has been built click **Save** .

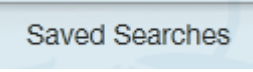
- Name the Search
- Describe the Search
- Share the search with others, if desired
- Select any criteria which should be entered each time the search is run
- Click Save

 save search

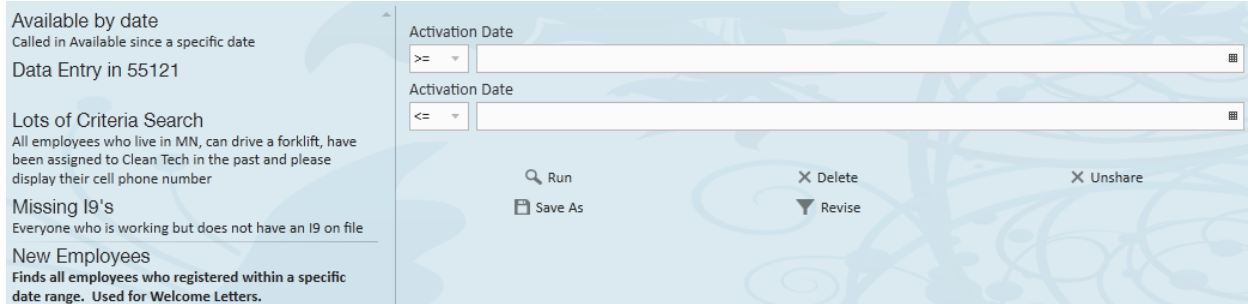
Name	<input type="text" value="New Employees"/>
Description	<input type="text" value="Finds all employees who registered within a specific date range. Used for Welcome Letters."/>
Share search?	<input checked="" type="checkbox"/>
Select any columns you wish to prompt for each time this search is run.	
<input checked="" type="checkbox"/>	Activation Date (Prompt)
<input checked="" type="checkbox"/>	Activation Date (Prompt)

 Save

Running a Saved Search:

Once a Search has been saved to run a Saved Search go to the search area and click: .


All Saved Searches will be displayed. Click to highlight the desired saved search:



The screenshot shows a search interface with a left sidebar and a main panel. The sidebar lists four saved searches: 'Available by date', 'Data Entry in 55121', 'Lots of Criteria Search', 'Missing I9's', and 'New Employees'. The main panel displays the criteria for the selected search, 'Available by date', which includes 'Called in Available since a specific date' and 'Data Entry in 55121'. Below the criteria are two 'Activation Date' fields with dropdown arrows and empty input boxes. At the bottom of the main panel are buttons for 'Run', 'Save As', 'Delete', 'Revise', and 'Unshare'.

If any fields have been set to be prompted for they will be displayed. Key in the criteria needed and click Run.

If any additional criteria was set it will be displayed at the top of the Saved Search:



This screenshot shows the same search interface as above, but with additional criteria displayed at the top of the main panel. The criteria are: 'I9 On File Is Equal To No', 'Is Active Is Equal To Yes', and 'Is Assigned Is Equal To Yes'. Below these criteria is a 'Branch' dropdown menu with a dropdown arrow and the text 'All Branches'. The buttons at the bottom remain the same: 'Run', 'Save As', 'Delete', 'Revise', and 'Unshare'.