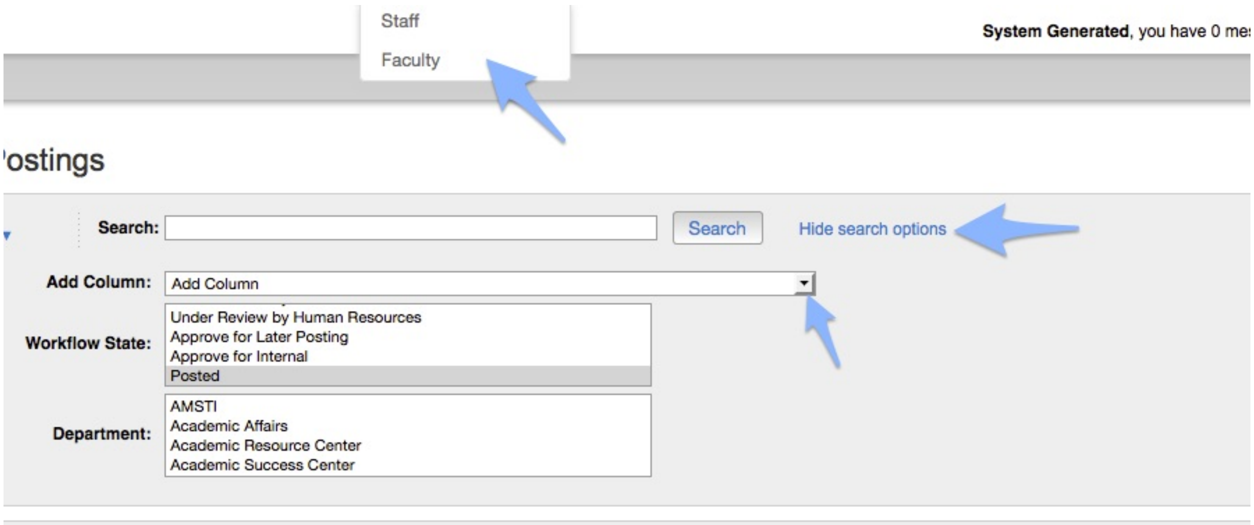
Performing a search

You can customize your search results based on how you wish to view the data. There is a **key word** search where you can type in a word and perform a search to find a specific posting, position description, applicant, or term within an attached document. Our most common fields are indexed to return in a keyword search, but the Add Column feature allows you to add additional fields to your search results.



To search for items on a page

1. The **text search box** allows you to search for specific words or names.
2. Select **More search options** to expand the search tools area.
3. Use the searching and filtering tools to narrow down the results that the system presents:
   - You can **add columns** if the information you need is not included on the page.
   - Use **advanced filters** (if any are available) to narrow down the results.
4. Use the column controls to organize and sort the search results:
   - **Move a column to the left or to the right** using its left and right controls.

- **Delete a column** using its **delete** control if you do not want to display it. If you need to add it back later, use the **add columns** control to do so.

- **Order the search results by sorting a column** in ascending or descending order using its up and down controls.

You can use all these tools in any order.

Search tips

- Text search is not case sensitive.

- Searches normally return items that contain all your search terms. For example, if you enter **facilities manager**, the search returns items that contain both these words.

- To exclude search results, use the **-** character. For example, to search for postings that contain the word "director" but not "athletic", enter **director !athletic** or **director -athletic**, placing a space before the ! or - character.

- To search for a phrase that contains a dash or a space, enclose the entire phrase in quotation marks: **"director - athletic"**.

- **You can't do a search** that only specifies what not to return, such as **!coordinator**.

- **You can't do a search** for a word or phrase that was selected from a drop-down list, such as the name of a state, but you can use **filtering** to find the information. The procedure below for viewing applicants who reside in a specific state gives an example of how to do this.

Example: To search for a specific applicant

1. In the APPLICANT TRACKING module, select Applicant Search from the Applicants menu.

2. Select **More search options** to expand the search tools area.

3. Use the searching and filtering tools to narrow down the results that the system presents:

    - You can **add columns** if the information you need is not included on the page.

    - You can select **workflow states** of interest.

    The list of workflow states includes states for each position type, so there may be more than one state with the same name. Your searches may be more effective if you select all instances of the desired workflow state.

4. Use the column controls as you would in any other search.

When you search for applicants by name, your search results include all applicants who included the name anywhere in their applications. Sorting the results by applicant name can help you find the person you are searching for.

Example: To view applicants who reside in a specific state

1. In the APPLICANT TRACKING module, locate and select the desired posting. **Posting** is a customizable term. Common synonyms: **announcement**, **requisition**, **workforce request**, or **open position**.

2. Follow the Applicants link to present a list of people who have applied to this posting.

3. Select **More search options** to open the advanced searching controls.

4. From the **Add column** menu, select **(Applicant Detail Parent) Lookup State**. This adds a column to the table of applicants, showing the state listed in each person's address.

5. Use the ascending or descending order sorting control associated with the new Lookup State column to group applicants by state.

To export search results

1. Set up the search or open a saved search.

2. From the Actions menu, select **Export Results**. The search results are saved in .xls format. Depending on your browser, the file may automatically download to your computer's download folder, or you may be prompted to choose whether you want to open or save the file.

To save a search

When you save a search, you have the option to set it as your default search. This is your only opportunity to set it as the default search.

People with administrative access can share saved searches by tagging them as global or group saved searches. Non-administrative users can only save personal searches.

1. After you have used the search and filtering controls to present the search results the way you want to see them, select **Save this search**. The Saved Search area expands.

2. Give the search a name that will help you remember its purpose.

3. Select one of these:

- **Personal Saved Search –** Only you will have access to this search.

- **Group Saved Search –** The search will be available to all users within the groups that you specify. Select at least one group from the list that appears when you select the Group Saved Search option. To select more than one group, hold down the Ctrl key while you select the groups.

- **Global Saved Search –** The search will be available to all users within your organization.

4. If this search presents the information you will normally want to see when you navigate to this page, you may want to select **Make this the default search**.

5. Select **Save this search**. The search tab refreshes to present the name you have given the search. This tab remains available for the rest of your session. The next time you log in, the search is available from the list of saved searches in that area.

You can delete your personal saved searches when they are no longer useful to you.

To run a saved search

1. Access the list of items you need to search.

2. From the **Open Saved Search** menu, select the search you want to run. A new tab presents the search results.

To delete a saved search

1. Access the list of items you need to search.

2. From the **Open Saved Search** menu, select the search you want to run. A new tab presents the search results.

3. Select the **Delete (X)** control placed just after the name of the search and the number of search results returned. A message asks you to confirm that you wish to delete the saved search.