

## How to Search in HireForms

### Introduction

This will show you tips and tricks to using the search function within HireForms.

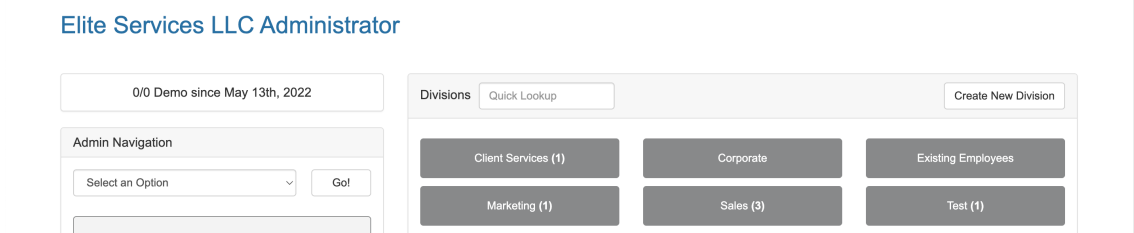
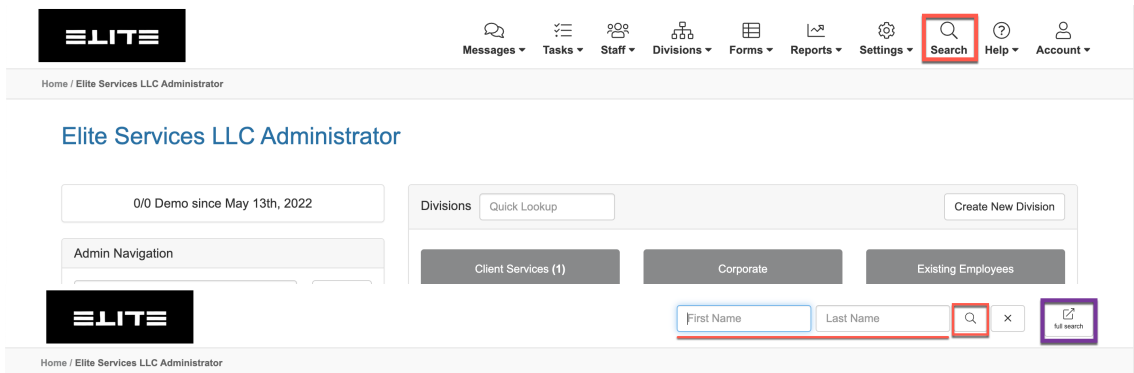
### STEP 1

From the home page select Search from the top navigation bar to launch the quick search.

You can enter as little as 1 letter for each the first or last name in order to search.

**\*\*Do not add any spaces or it will not search correctly.**

If you would prefer, you can open the "Full Search" Page.



## STEP 2

After using the quick search (or after selecting “Full Search”) you will be taken to the System Search Page.

All search filters are listed on the left. You can search by first name, last name, or email.

You can filter your search by division to narrow down your results.

Once you have set your search information and filters, choose “Perform Search.”

Your search results will appear on the right and you can click the name of the employee you need.

The screenshot displays the 'System Search' interface for Elite Services LLC. The top navigation bar includes 'ELITE' and various menu items like Messages, Tasks, Staff, Divisions, Forms, Reports, Settings, Search, Help, and Account. The main content area is split into two sections: 'Search Filters' on the left and 'Employee Search Results' on the right.

**Search Filters:**

- Name Information:** Includes fields for First Name (containing 'M'), Last Name (containing 'Mouse'), and Email.
- Division Filter:** A dropdown menu for selecting a division.
- Buttons:** 'Clear Search results' and 'Perform Search' (highlighted with a red box).

**Employee Search Results:**

Shows 3 records. Employees per page: 10. Employees 1 - 3 of 3. First | Previous - Next | Last

Name	Division	Status	Last Login
Minnie Mouse 111@nomail.com	Client Services	Active	No Login History
Minnie Mouse MinnieMouse0625749268	Client Services	Inactive	No Login History
Mickey Mouse mmouse@nomail.com	Sales	Active	No Login History

Employees 1 - 3 of 3. First | Previous - Next | Last

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