

Search for Staff Members

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The **Search** option, under the Staff menu, is a customizable report of your staff members. It allows you to search through all of your staff and find only those who meet your criteria.

Create a list of employees who have been with you for 5+ years for service awards.

Find all staff with a specific certification.

Generate a list of your staff with birthdays in the coming month and email them a birthday greeting.

**Expand/Collapse
All**

Select Search Criteria

All of the Search Criteria pull information from fields that are located in the **Staff record**.

The more criteria you select, the fewer staff will be included in the report because a staff member must meet all the criteria.

Define Instructors' Classes

The selections made in this section apply only to staff members who are instructors assigned to classes. The selections pull information from fields located in the Class record.

Choose Display Settings

Use these settings to optionally add a column(s) to the report results to display Staff Skill and/or Staff Certifications.

Work with Report Results

- The **Show/Hide Columns** button allows you to customize your report by selecting which information to display.
 - Select **Apply** to apply these selections only to the report you are currently viewing.
 - Select **Apply & Save** to have these selections applied and saved for your User ID. When logged in as your User ID, you will see only the columns of information you chose previously.

Other Users will see the columns they selected and saved, which may differ from yours.

- Use **Restore Columns** to view all available columns.
 - Send an **Email** directly from the report results. Use the **Email All** column to send to only selected staff or send to all.
 - Use the **Weekly Schedule** link will open the **Weekly Calendar** filtered for that instructor.
 - Use the **Calendar** link to go to open the **Monthly Calendar** filtered for that instructor.
Note: If the staff member is not an instructor and you have set their *Instructor* setting (on the Summary tab of the Staff record) to No, they will not appear on the calendars.
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