

15R1 Enterprise Employee Searches

The **Employee Search** form allows users to locate **Employee** records based on specific criteria. The **Order Candidate Search** integrates the same **Search** functionality as that found in the **Employee**, however it can be run directly from the **Order** record.

Searches can be built “on the fly” or run based on predefined criteria.

Saved Searches

From the **Search** form in the **Employee** record click on the option for *Saved Searches* on the right side of the screen.

The screenshot displays the Employee Search interface. On the left sidebar, the 'search' option is highlighted with a red circle. The main content area shows a search form with fields for Last Name, First Name, SSN, ID, and a search button. Below the search form, there is a section titled 'Enhance Search' with a list of available search criteria: 'Best Buy search', 'Skill' (Search employees by interest code), and 'Zipcode' (Search employees by zip code). The 'Saved Searches' option is highlighted with a red circle in the top right corner of the main content area.

From the list on the left, click on the type of **Search** you would like to conduct. This will expand the display if any additional search criterion needs to be entered:

Available Search

Best Buy search

Skill
Search employees by interest code

Zipcode
Search employees by zip code

Interest Code

=

Run

✕ Delete

✕ Unshare

Save As

Revise

Enter the criteria you wish to search for in the field(s) provided and then click on the *Run* button on the right. If the **Search** selected does not require criteria to be entered then just click on the *Run* button to display **Search** results.

Last Name SSN All Records RepName Document Text

First Name ID Active Branch All Branc

Search

Clear Criteria

Enhance Search Saved Searches

The Skill search returned 76 results.

Drag a column header here to group by that column.

Phone	Last Message	Last Name	Zip C...	First Name	ID	Is Acti...	Is Assi...	Branch
(651) 452-0467	Available	Anderson	34982	John	5030	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Memphis NE
(651) 241-8241...	Message	Arkansas	72219	Frank	5035	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Memphis NE
(651) 247-8247...	Available	Barker	55024	Shannon	5049	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Memphis SE
(651) 310-9310...	Message	Barnes	90210	Stephen	5050	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Memphis NE
(651) 248-8248...	Refused	Becket	55068	Sam	5052	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Memphis NE
(651) 110-9110...	Available	Catalano	55121	Susie	5063	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Memphis NE
(651) 322-9322...	Accepted	Davis	90011	Susie	5078	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Memphis NE
(651) 276-8276...	Available	Donovan	55121	Mariah	5087	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Memphis NE
(651) 295-8295...	Available	Franklin	90011	Susie	5112	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Memphis NE
(651) 298-8298...	Message	Gannon	60564	Susie	5115	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Memphis NE
(651) 343-8343...	Available	Jones		Jill	5169	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Memphis NE
(651) 347-8347...	Available	Jones	43064	Chuck	5176	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Memphis NE
(651) 222-9786	Available	Marshall	34982	Mathew	5202	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Memphis SE
(651) 427-8427...	Available	Sanders	48823	James	5282	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Memphis NE
(651) 205-8205...	Message	Jacobs	55121	Del	5387	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Memphis NE
(651) 230-8230...	Available	Siddiqi	55121	Sairah	5414	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Memphis NE

The **Search** results displayed above are from a *Skill* search where "data" was entered for the additional search criteria. Double-click on the line to open the **Employee's** record. You can click on the icon in the upper right to print the **Search** results list. Use the button to export the **Search** results into Excel or another format. The button allows the user to select **Employees** as recipients for a mass *Email*. To start a new **Search** click *Clear Criteria* in the upper right. The button is for the optional Call-em-all integration and the button is for viewing a Virtual Earth map of the location.

*Note – It is very important to *Clear Criteria* between searches because Enterprise saves the last search criteria that you entered, whether that is a *Last Name, SSN, Interest Code, etc.*


Enhance Searches


From the **Search** form in the **Employee** record click on the option for *Enhance Search* on the left side of the screen. The *Enhance Search* form allows the user to run a new **Search** on most of the fields in the **Employee** record and also to create new *Saved Searches*.

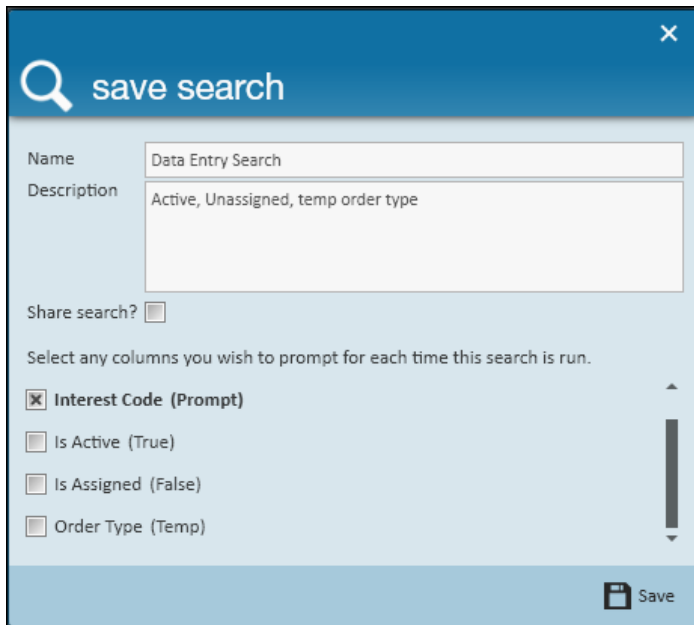
The screenshot shows the Employee Search interface. On the left, a navigation menu includes 'visifile', 'details', 'pay setup', 'pay history', 'documents', 'messages', 'custom data', and 'search' (circled in red). The main search area contains fields for Last Name, SSN, First Name, ID, RepName, Branch, and Document Text. A green 'Active' button and a yellow 'All Records' button are visible. A magnifying glass icon and a 'Clear Criteria' button are also present. Below the search fields, the 'Enhance Search' button is circled in red. The results section shows 'The Skill search returned 76 results.' and a table with columns: Phone, Last Message, Last Name, Zip C..., First Name, ID, Is Acti..., Is Assi..., and Branch. Two rows of data are visible.


To create a new **Search**, click on the *Enhance Search* button. Then select the category from the information on the left and enter in the details in the appropriate fields. Unlimited fields can be added to your **Search**, but keep in mind that the more fields you add the narrower your **Search** will become.

The screenshot shows the 'Enhance Search' form. On the left, a navigation menu includes 'Location', 'Profile', 'Personal', 'Status', 'Assignments', 'Order Candidate', 'Document', 'Direct Hire', 'Job History', 'Testing', 'Education', 'Financial', and 'Bank Information'. The main search area contains fields for Last Name, SSN, First Name, ID, RepName, Branch, and Document Text. A magnifying glass icon and a 'Clear Criteria' button are also present. Below the search fields, the 'Enhance Search' button is circled in red. The results section shows 'The Skill search returned 76 results.' and a table with columns: Phone, Last Message, Last Name, Zip C..., First Name, ID, Is Acti..., Is Assi..., and Branch. Two rows of data are visible.

The  icon will be displayed next to any **Search** category that has criteria specified. Once all of the criteria has been added, click on the *Search* button at the top of the form.

To add this **Search** to the *Saved Searches* area click on the  button at the top of the screen.



Once the  button has been clicked the form to the left will be displayed. Enter the *Name* and *Description*. If you would like to share your **Search** with other users in your *Branch*, click in the *Share Search* box.

At the bottom of the form you can indicate if the **Search** should prompt for any of the criteria each time it is run. In the example to the left the **Employees** returned will be "Active", "Unassigned", have an *Order Type* of "TE" and then it will prompt for the *Interest Code* to be added.

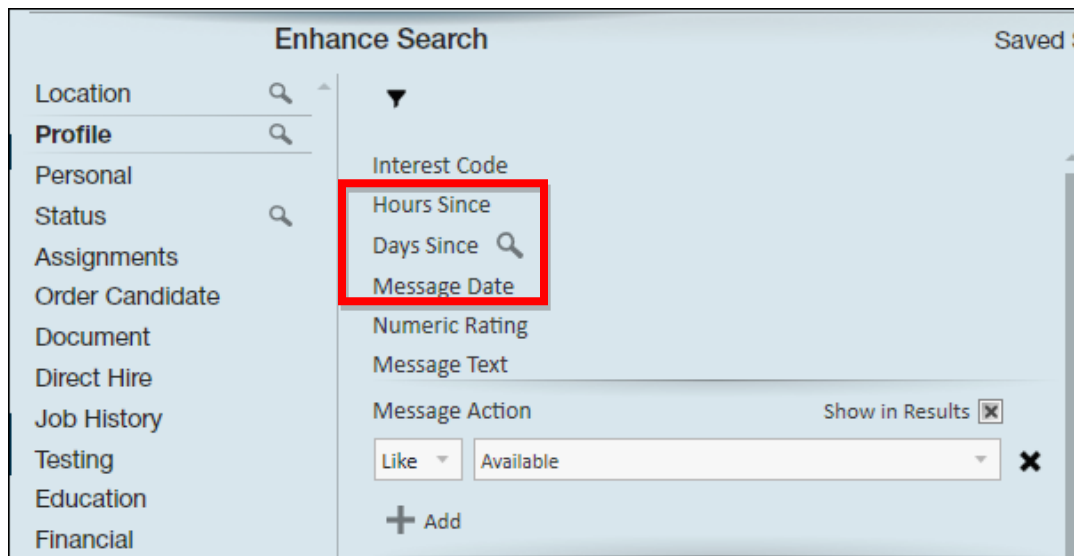
Once all of the data has been entered click on the *Save* button in the lower right to add it to your *Saved Searches* list.

Setting up Common Searches

The following search criteria are commonly used in **Employee** and **Order Candidate** searches to identify people that have placement potential.

Message Action

Searching on the *Action* code of a *Message* can be used to locate "Available" **Employees** and those with current unemployment claims. For instructions on how to log *Messages* to the **Employee** record refer to the **Messages** section of the [15R1 Enterprise Front Office Training Manual](#). In the **Employee Search** form select *Enhance Search* and then *Profile* from the category list on the left.



Once the *Profile* category has been selected, a list of search fields (shown left) will be displayed. From the *Message Action* choose a comparison value of "=" or "Like", then select the *Action* code from the drop down menu ("Available", "Unemployment Claim", "Unemployment Granted", etc.) To display the *Action* code as a column in the **Search** results click in the box to *Show in Results*. To narrow down the **Search** results use the fields for *Hours Since*, *Days Since*, or *Message Date*. Then click *Search* in the upper right to run.

In the **Search** results list below the *Message Action* is "Available" and the *Days Since* is "<= (less than or equal to) 25". *Show in Results* was selected for both the *Message Action* and *Days Since* **Search** fields.

Your search returned 3 results.

Drag a column header here to group by that column.

ID	Last Name	First Name	Branch	Phone	Is Acti...	Is Assi...	Zip C...	Message A...	Days Since
5020	Abotina	Susie	Memphis SE	(651) 800-0800...	<input checked="" type="checkbox"/>	<input type="checkbox"/>	44512	Available	22
5028	Alaska	Joe	Memphis SE	(651) 225-5565...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	44101	Available	3
12528	Arnold	Jimmy	Memphis SE	(651) 093-2093...	<input checked="" type="checkbox"/>	<input type="checkbox"/>	43214	Available	22

Interest Code

Searching on the *Interest Codes* of **Employees** will allow you to find candidates with the correct skills and experience for a job. For instructions on how to add *Interest Codes* to an **Employee** record refer to the **Employee Records** section of the [15R1 Enterprise Front Office Training Manual](#). In the **Employee Search** form select *Enhance Search* and then *Profile* from the category list on the left.

Enhance Search Saved

Location

Profile

Personal

Status

Assignments

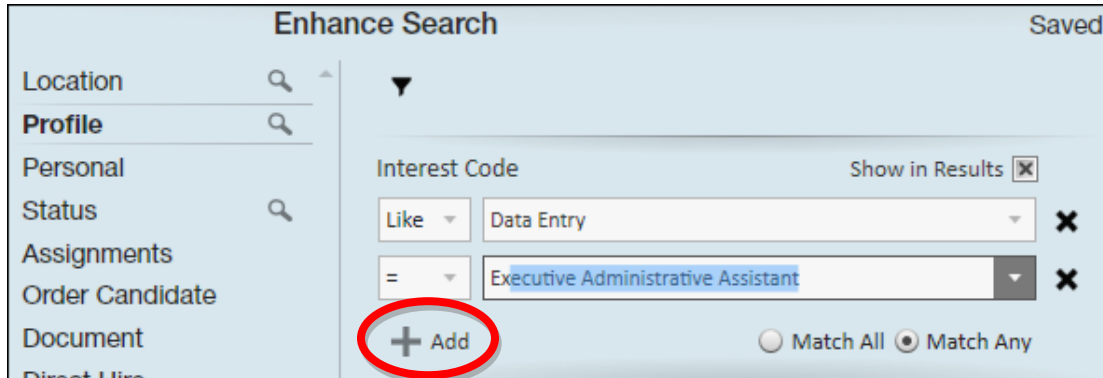
Order Candidate

Interest Code

Like

+ Add

Once the *Profile* category has been selected, a list of search fields (shown above) will be displayed. From the *Interest Code* choose a comparison value of "=" or "Like", then select the *Interest Code* from the drop down menu ("Data Entry", "Bilingual-Spanish", "1st Shift", etc.).



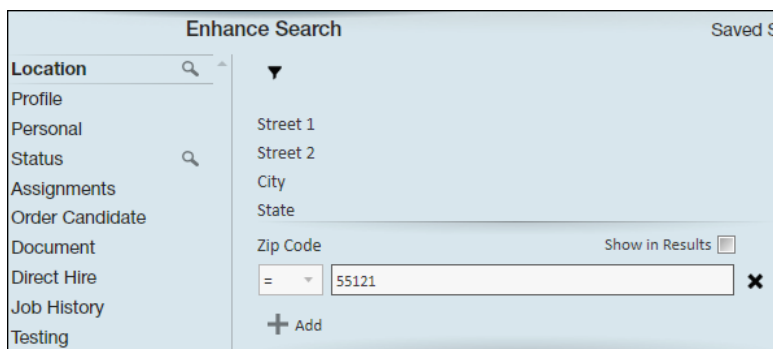
The screenshot shows the 'Enhance Search' interface. On the left is a category list: Location, Profile, Personal, Status, Assignments, Order Candidate, Document, and Direct Hire. The main area is titled 'Interest Code' and contains two filter rows. The first row has a 'Like' dropdown, a text input field containing 'Data Entry', and a close button (X). The second row has an '=' dropdown, a text input field containing 'Executive Administrative Assistant', and a close button (X). Below these rows is a '+ Add' button circled in red. At the bottom right, there are radio buttons for 'Match All' and 'Match Any', with 'Match Any' selected. A 'Show in Results' checkbox is also present.

Click the *Add* button to insert another line and select another comparison value and *Interest Code*. Choosing the radio button for *Match All* will only return **Employees** that have all of the *Interest Codes* entered. *Match Any* will return **Employees** with at least one of the *Interest Codes* listed.

Once the *Interest Code(s)* have been added click on the *Search* button in the upper right to display the results.

Location (Proximity)

Searching on the location of **Employees** will allow you to find candidates that would be willing to commute to the *Worksite*. In the **Employee Search** form select *Enhance Search* and then *Location* from the category list on the left.



The screenshot shows the 'Enhance Search' interface with the 'Location' category selected. The left sidebar lists categories: Location, Profile, Personal, Status, Assignments, Order Candidate, Document, Direct Hire, Job History, and Testing. The main area shows search fields for 'Street 1', 'Street 2', 'City', and 'State'. Below these is a 'Zip Code' field with a comparison dropdown set to '=', a text input field containing '55121', and a close button (X). A '+ Add' button is located below the Zip Code field. A 'Show in Results' checkbox is also present.

Once the *Location* category has been selected, a list of search fields (shown above) will be displayed. From the *Zip Code* choose a comparison value of "=" then enter the *Zip Code* into the field (numeric value only).

The screenshot shows the 'Enhance Search' form with the following fields and values:

- Location: [Dropdown arrow]
- Profile: [Dropdown arrow]
- Personal: [Dropdown arrow]
- Status: [Dropdown arrow]
- Assignments: [Dropdown arrow]
- Order Candidate: [Dropdown arrow]
- Document: [Dropdown arrow]
- Direct Hire: [Dropdown arrow]
- Job History: [Dropdown arrow]
- Testing: [Dropdown arrow]
- Street 1: [Text field]
- Street 2: [Text field]
- City: [Text field]
- State: [Text field]
- Zip Code: [Text field]
- Distance: [Text field with value '15']
- Branch: [Dropdown arrow]

For a proximity search enter the *Zip Code* and select a *Distance* (in miles). This will locate **Employees** with a main address *Zip code* that lies within the approximate *Distance* of the *Zip Code* selected for the **Search**. Then click *Search* in the upper right to run.

In the **Search** results list below the *Zip Code* is "55121" and the *Distance* is "15" (miles). *Show in Results* was selected for the *Zip Code* search field.

Your search returned 142 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 Code
16404	12R8 Test Auth	38	Memphis SE		<input checked="" type="checkbox"/>	<input type="checkbox"/>		55121
5474	Aaskon	Masters	Memphis SE	(651) 313-9313...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Available	55128
12045	Anderson	Eric	Memphis SE		<input checked="" type="checkbox"/>	<input type="checkbox"/>		55123
16113	Anderson	Jessica	Memphis SE		<input checked="" type="checkbox"/>	<input type="checkbox"/>		55068
12189	Bailey	Brian	Memphis SE	(651) 580-0580...	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Message	55121

Document Text

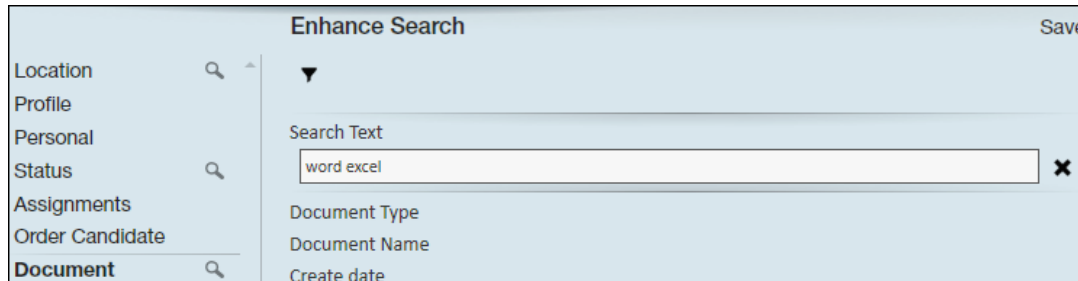
Searching on the text of **Employees' Documents** will allow you to find candidates with the correct skills and experience for a job based on an attached resume. For instructions on how to add **Documents** to an **Employee** record refer to the **Documents** section of the [15R1 Enterprise Front Office Training Manual](#). In the **Employee Search** form select *Enhance Search* and then *Document* from the category list on the left.

The screenshot shows the 'Enhance Search' form with the following fields and values:

- Location: [Dropdown arrow]
- Profile: [Dropdown arrow]
- Personal: [Dropdown arrow]
- Status: [Dropdown arrow]
- Assignments: [Dropdown arrow]
- Order Candidate: [Dropdown arrow]
- Document: [Dropdown arrow]
- Direct Hire: [Dropdown arrow]
- Search Text: [Text field]
- Document Type: [Dropdown arrow with value 'Resume']
- Show in Results:
- + Add: [Button]
- Document Name: [Text field]

Once the *Document* category has been selected, a list of search fields (shown above) will be displayed. From the *Document Type* choose a comparison value of "=" then select "Resume" from the drop down menu.

*Note – This will limit the search to **Documents** with a *Type* of "Resume". This is one of the reasons that it's very important to make the correct selection when uploading and attaching **Documents** to an **Employee's** record.



Enhance Search

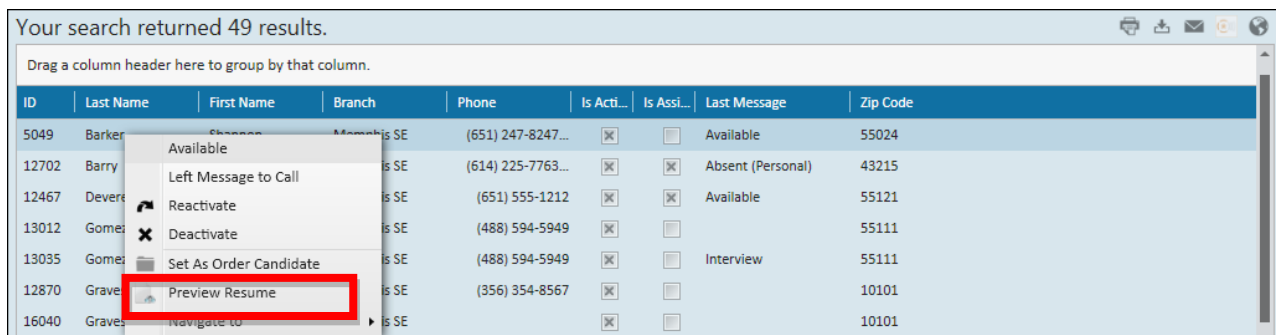
Location
Profile
Personal
Status
Assignments
Order Candidate
Document

Search Text
word excel

Document Type
Document Name
Create date

In the *Search Text* field enter the text to be located in the document. Use of connecting words like "Or", and "Near", will limit the number of **Search** results found. Once the text has been entered, click *Search* in the upper right to return the **Search** results.

In the **Search** results list below the *Document Type* is "Resume" and the *Search Text* entry is "word excel".



Your search returned 49 results.

ID	Last Name	First Name	Branch	Phone	Is Acti...	Is Assi...	Last Message	Zip Code
5049	Barker	Shannon	Memphis SE	(651) 247-8247...	<input type="checkbox"/>	<input type="checkbox"/>	Available	55024
12702	Barry		is SE	(614) 225-7763...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Absent (Personal)	43215
12467	Devere		is SE	(651) 555-1212	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Available	55121
13012	Gomes		is SE	(488) 594-5949	<input checked="" type="checkbox"/>	<input type="checkbox"/>		55111
13035	Gomes		is SE	(488) 594-5949	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Interview	55111
12870	Graves		is SE	(356) 354-8567	<input checked="" type="checkbox"/>	<input type="checkbox"/>		10101
16040	Graves		is SE		<input checked="" type="checkbox"/>	<input type="checkbox"/>		10101

Right-click on the line for the **Employee** and select *Preview Resume* from the menu that appears. The *Document Viewer* (shown below) will be displayed and the *Search Text* that was entered will be highlighted within the document.

Sharron B. Graves
139 Park Ave., New York, NY 10101
Sharon@gmail.com

EXPERIENCE: MTVN NETWORKS 12/06 - present New York, NY
EXECUTIVE ASSISTANT TO SVP (FREELANCE)

- Worked on power point decks, marketing spreadsheets, completed T&E's, managed calendars, meetings, and direct dictation.
- Coordinated all live show internal ticket sales, completed charge backs, and coordinated and planned events
- Coordinated all internal hotel travel to the Nickelodeon Hotel for staff in Orlando and Kid's Choice Awards in LA

DISNEY-ABC 7/05-11/06 Los Angeles, CA
EXECUTIVE ASSISTANT TO SR. ANALYST /MEDIA SCHEDULER

- Answered phones, scheduled meetings, travel, coordinated events, handled payment request and invoices.
- Coordinated talent application submission process, administration of outside readers, dissemination of applicants' specs and program judging process for the Writing and Directing Fellowship Programs.
- Helped edit Talent Development video overview and status presentations and created monthly diversity calendar.
- Provided script coverage and assisted with tracking of writers and director breakage deal.
- Scheduled promotions for on-air viewing, created graphs that organized all new promos as they came into the department to be placed on-air, inputted special effects such as tickers, bumpers, and bugs into the stunts management system,

KTTV FOX 11 TELEVISION 9/03-7/05 Los Angeles, CA
MARKETING & SALES ASSISTANT

- Composed correspondence, marketing schemes, media kits, and handled all client request
- Completed revisions for program schedules, weekly post, and dealt with monthly invoices.
- Completed monthly expense reports, inputted new orders, and distributed daily contracts
- Managed requests from clients on their accounts and researched age, ethnicity, and sex demographics for the networks ratings

A&E AND BLACK ENTERTAINMENT TELEVISION 3/01 - 4/03 New York, NY
MARKETING & SALES ASSISTANT


- Composed correspondence, marketing schemes, media kits, and handled all client request.
- Completed revisions for program schedules and negotiated make-goods and preemptions.
- Inputted new orders into computer system, printed daily contracts and various JDS reports for AE's
- Researched household, age, ethnicity, and sex demographics for the networks ratings.

GREENHILL & CO. LLC 10/99-12/00 New York, NY **EXECUTIVE ASSISTANT TO CEO**

- Answered busy phones switchboard, coordinated conference calls, and performed customer service and reception.
- Assisted with PowerPoint presentations, Fed Ex packages, messengers, travel and car reservations and mail.
- Maintained client and business contact lists, inputted Chairman's meeting schedule and messages into database, calculated timesheets, accounts payable and budget plans. Assisted with any personal needs.

QUALIFICATIONS IBM/MAC
proficient in: SAP, **Word**, Power Point, **Excel**, Outlook, Photo Shop, Adobe Premiere, Email & Internet savvy.
Strong typing, written, and communication skills, Direct Dictation, organized, excellent attention to detail with a strong follow through.

EDUCATION: Brooklyn College Brooklyn, NY BA Communications Television & Radio -December 2000

To close the *Document Viewer* click on the  in the upper right corner. You can now preview the resume of the next **Employee** in the list.

Misc Employee Search Information

There are additional functions that can be used from the **Employee Search** results screen to quickly navigate to different forms within the record and to log *Messages*.

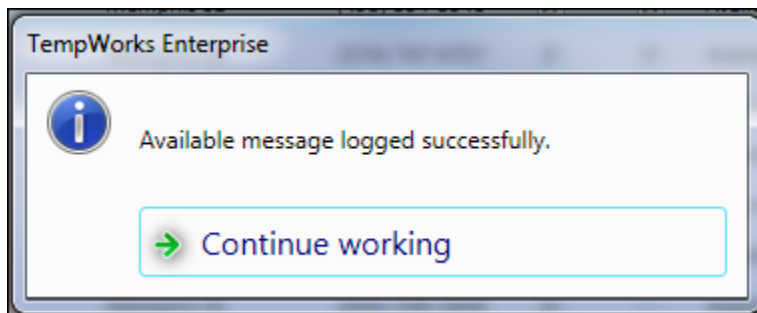
Logging Messages

From the **Employee Search** results screen you can log quick *Messages* to the record by right-clicking on the **Employee's** line and selecting "Available", "Left Message to Call", "Reactivate", or "Deactivate".

The Skill search returned 62 results.

Drag a column header here to group by that column.

Phone	Last Message	Last Name	Zip C...	First Name	ID	Is Acti...	Is Assi...	Branch
(651) 452-0467	Available	Anderson	34982	John	5030	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Memphis NE
(651) 241-8241...	Message		70019	Frank	5035	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Memphis NE
(651) 247-8247...	Available			Shannon	5049	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Memphis SE
(651) 310-9310...	Message			Stephen	5050	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Memphis NE
(651) 248-8248...	Refused			Sam	5052	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Memphis NE
(651) 322-9322...	Accepted			Susie	5078	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Memphis NE
(651) 276-8276...	Available			Mariah	5087	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Memphis NE
(651) 298-8298...	Message			Susie	5115	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Memphis NE

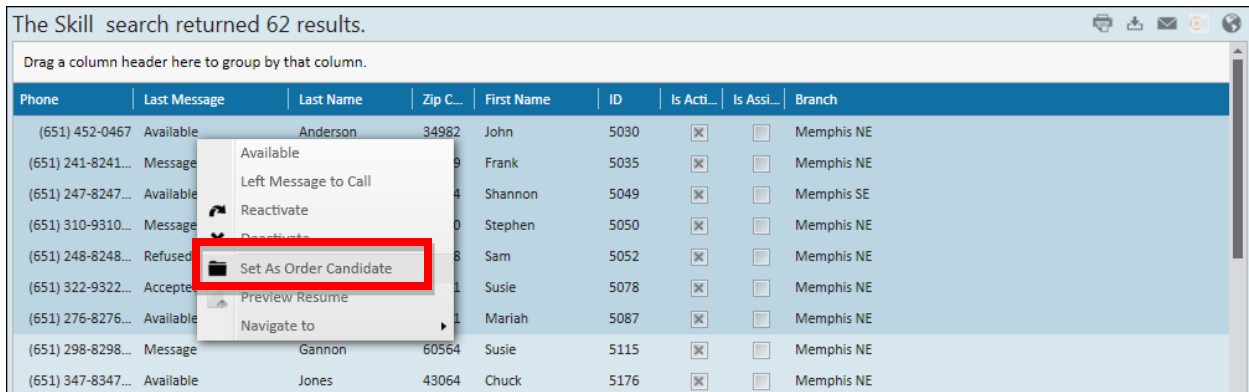


Once the *Message Action* has been selected from the right-click drop down menu, the prompt to the left will appear to indicate that the *Message log* was successful. Click *Continue Working* to clear this prompt.

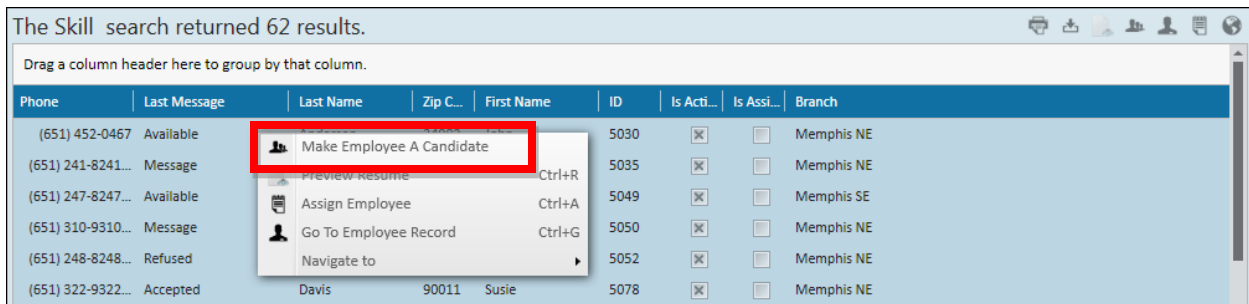
*Note – The *Message* is logged to the **Employee** record with the *Action code* only. To add additional *Message* text you will need to open the **Employee's** record and edit the *Message* (highly recommended for "React" and "Deact" *Messages*).

Adding Order Candidates

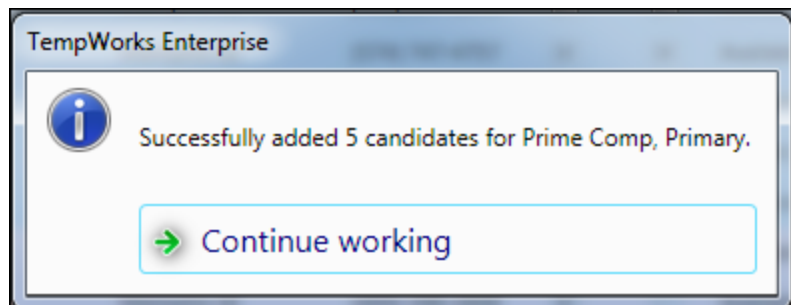
When an **Order** record is open in the **Order** section you can add candidates by selecting the entire search results list (*Ctrl – A*), a group of **Employees** (click on the first line in the group, hold down the *Shift* and click on the last line in the group) or individual **Employees** (click on multiple lines while holding down the *Ctrl*). Once the records have been selected, right-click to reveal the drop down menu and select *Set As Order Candidate*.



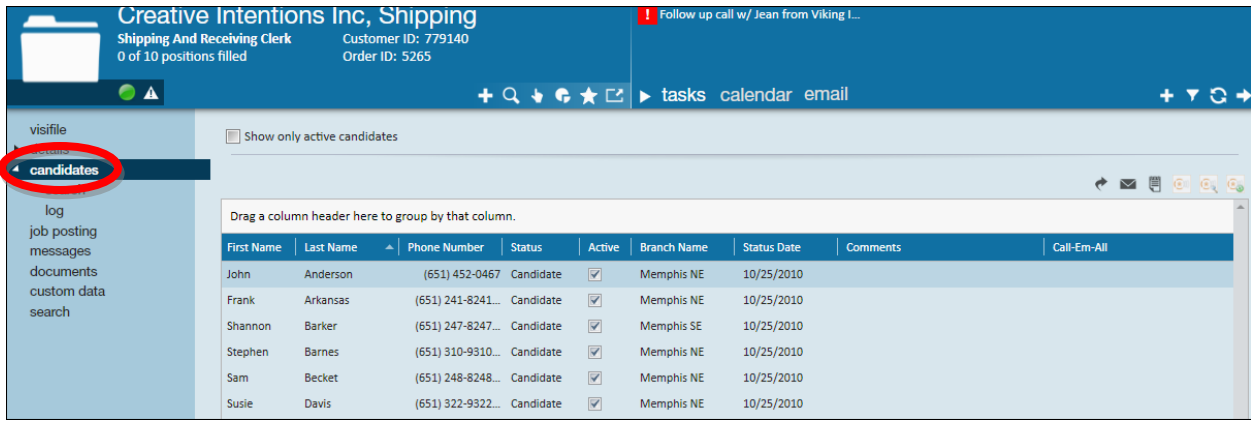
The same function can be completed from the **Order Candidates Search** form by selecting the **Employees**, right-clicking and selecting *Make Employee A Candidate* from the drop down menu (shown below).



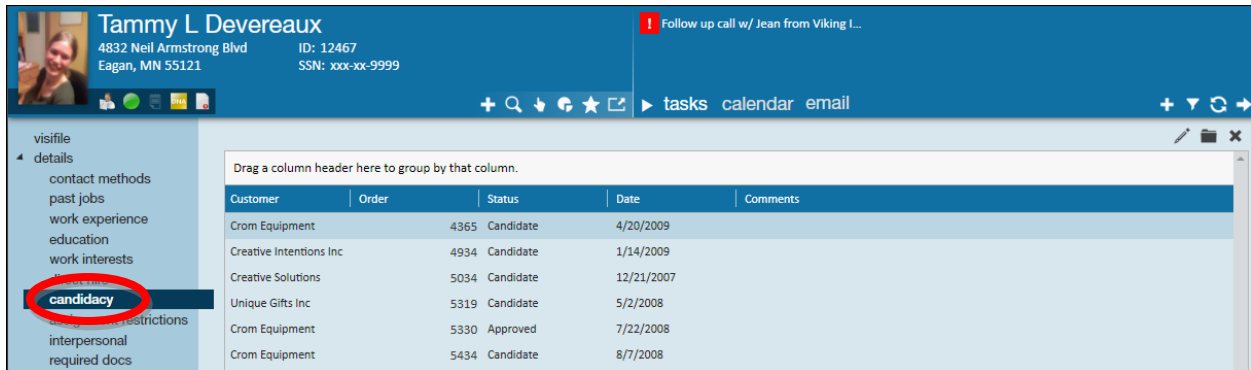
Once the candidates have been added from the right-click drop down menu, the prompt to the right will appear to indicate the number of **Employees** that were added. Click *Continue Working* to clear this prompt.



***Note – This will automatically log a Message to the Employee, Customer, Order, and Supervisor Contact records with a Message Action of "Order Candidate" and Message text including the candidate Status, Employee name, Order ID number, and the Customer name.**

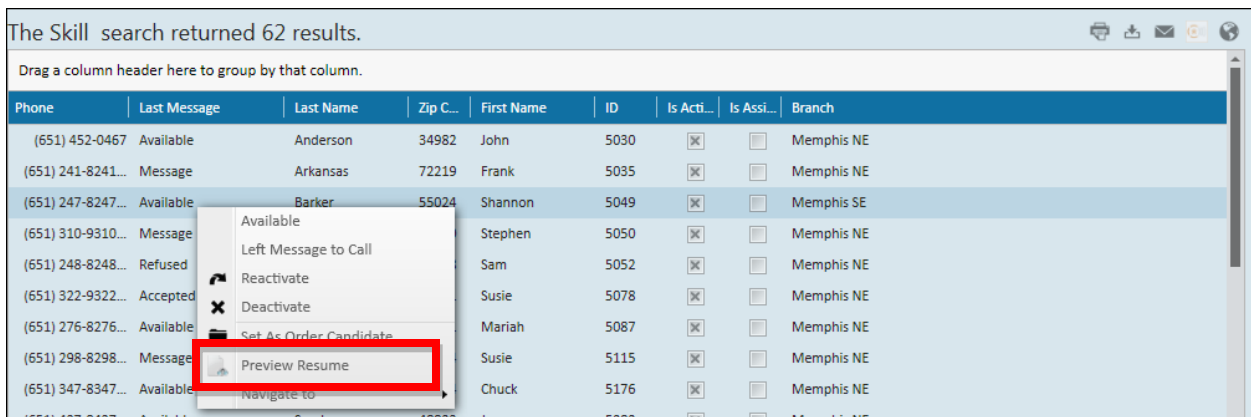


The **Employees** will now be listed as candidates in the **Order Candidates** form for the current open **Order**. It will also add this **Order** to the **Employee Details/Candidacy** form (shown below).



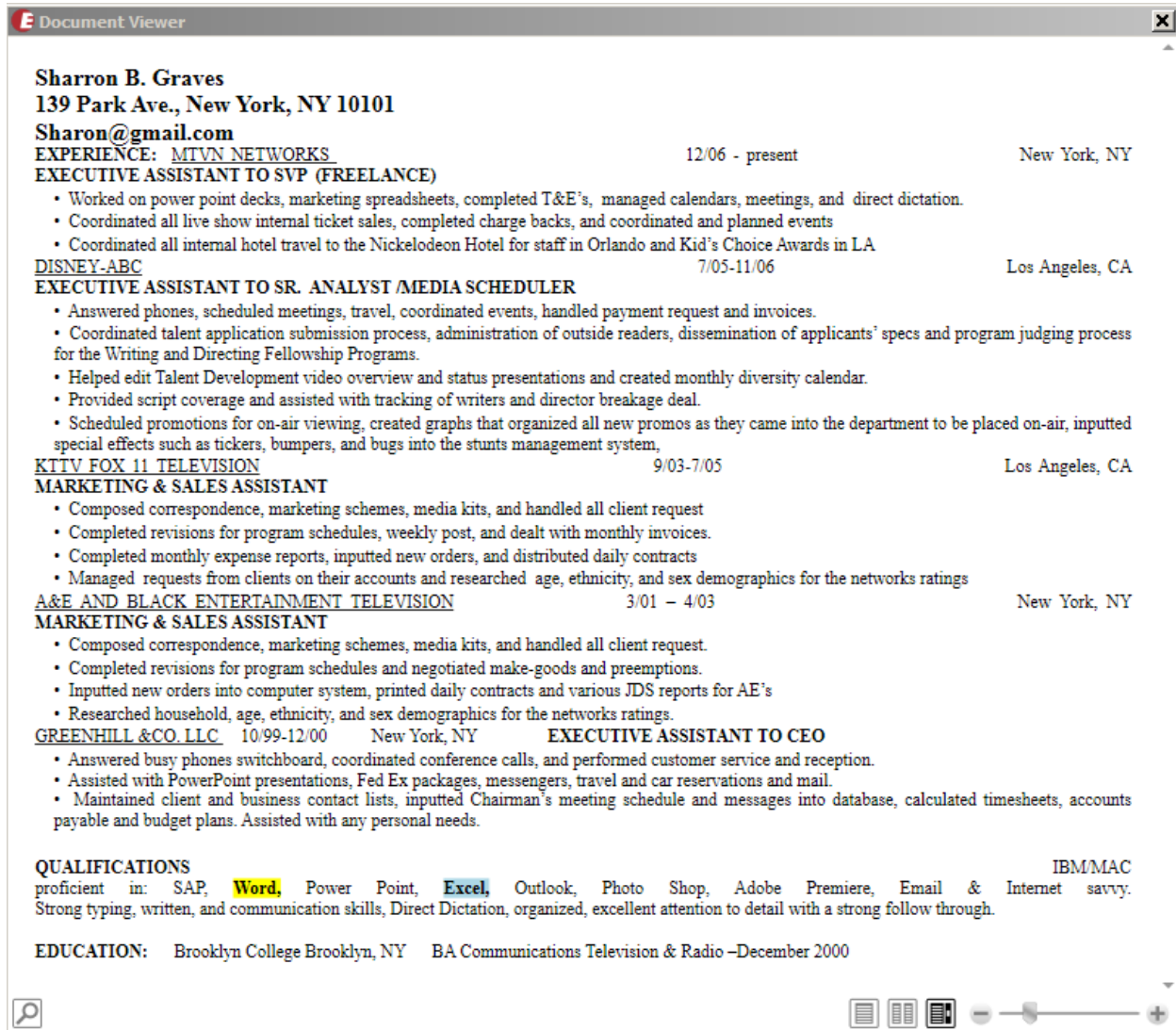
Previewing Resumes

If an **Employee** has a **Document** attached to their record with a *Type* of "Resume" you will be able to right-click on their line from the **Search** results and select *Preview Resume*. For instructions on how to add **Documents** to an **Employee** record refer to the **Documents** section of the [15R1 Enterprise Front Office Training Manual](#).



*Note – If the **Employee** does not have a **Document** attached to their record with a *Type* of “Resume” a prompt will be displayed that states “No resume was found for the selected employee”. Click *Continue Working* to clear this prompt.

Once *Preview Resume* has been selected from the menu the *Document Viewer* will be displayed. The *Document Viewer* (shown below) will show the first “Resume” (alphabetically based on the **Document Name**) that appears in the **Employee Documents** form.



Sharron B. Graves
139 Park Ave., New York, NY 10101
Sharon@gmail.com

EXPERIENCE: MTVN NETWORKS 12/06 - present New York, NY
EXECUTIVE ASSISTANT TO SVP (FREELANCE)

- Worked on power point decks, marketing spreadsheets, completed T&E's, managed calendars, meetings, and direct dictation.
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- Coordinated all internal hotel travel to the Nickelodeon Hotel for staff in Orlando and Kid's Choice Awards in LA

DISNEY-ABC 7/05-11/06 Los Angeles, CA
EXECUTIVE ASSISTANT TO SR. ANALYST/MEDIA SCHEDULER

- Answered phones, scheduled meetings, travel, coordinated events, handled payment request and invoices.
- Coordinated talent application submission process, administration of outside readers, dissemination of applicants' specs and program judging process for the Writing and Directing Fellowship Programs.
- Helped edit Talent Development video overview and status presentations and created monthly diversity calendar.
- Provided script coverage and assisted with tracking of writers and director breakage deal.
- Scheduled promotions for on-air viewing, created graphs that organized all new promos as they came into the department to be placed on-air, inputted special effects such as tickers, bumpers, and bugs into the stunts management system,

KTTV FOX 11 TELEVISION 9/03-7/05 Los Angeles, CA
MARKETING & SALES ASSISTANT

- Composed correspondence, marketing schemes, media kits, and handled all client request
- Completed revisions for program schedules, weekly post, and dealt with monthly invoices.
- Completed monthly expense reports, inputted new orders, and distributed daily contracts
- Managed requests from clients on their accounts and researched age, ethnicity, and sex demographics for the networks ratings

A&E AND BLACK ENTERTAINMENT TELEVISION 3/01 - 4/03 New York, NY
MARKETING & SALES ASSISTANT


- Composed correspondence, marketing schemes, media kits, and handled all client request.
- Completed revisions for program schedules and negotiated make-goods and preemptions.
- Inputted new orders into computer system, printed daily contracts and various JDS reports for AE's
- Researched household, age, ethnicity, and sex demographics for the networks ratings.

GREENHILL & CO. LLC 10/99-12/00 New York, NY **EXECUTIVE ASSISTANT TO CEO**

- Answered busy phones switchboard, coordinated conference calls, and performed customer service and reception.
- Assisted with PowerPoint presentations, Fed Ex packages, messengers, travel and car reservations and mail.
- Maintained client and business contact lists, inputted Chairman's meeting schedule and messages into database, calculated timesheets, accounts payable and budget plans. Assisted with any personal needs.

QUALIFICATIONS IBM/MAC
proficient in: SAP, **Word**, Power Point, **Excel**, Outlook, Photo Shop, Adobe Premiere, Email & Internet savvy.
Strong typing, written, and communication skills, Direct Dictation, organized, excellent attention to detail with a strong follow through.

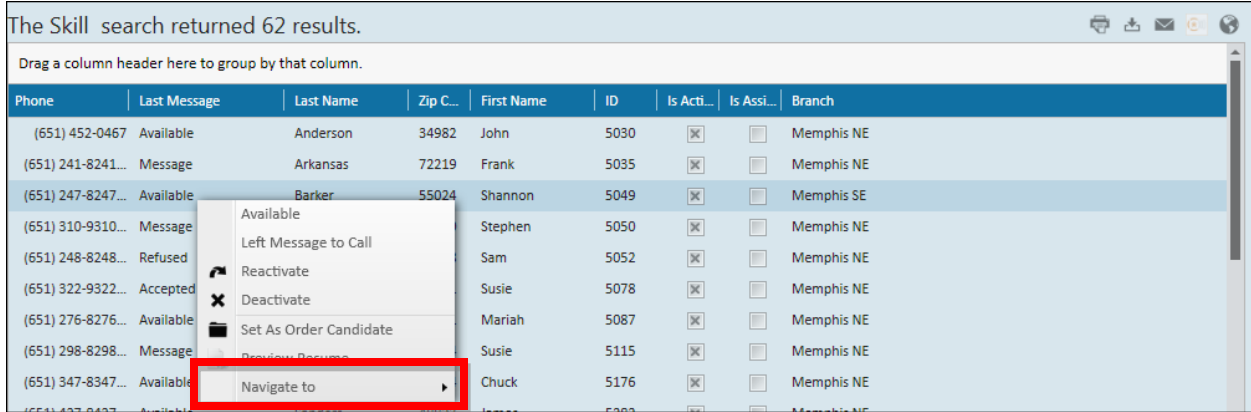
EDUCATION: Brooklyn College Brooklyn, NY BA Communications Television & Radio –December 2000

To close the *Document Viewer* click on the  in the upper right corner. You can now preview the resume of the next **Employee** in the list.

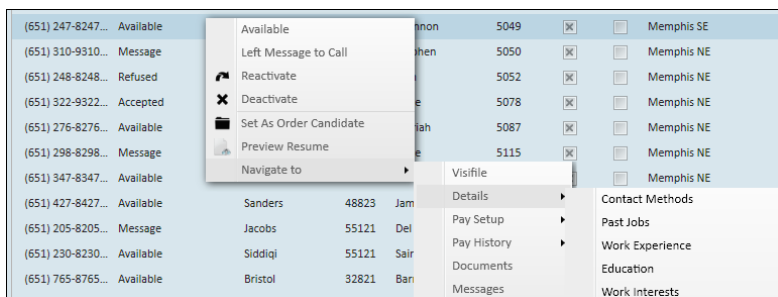
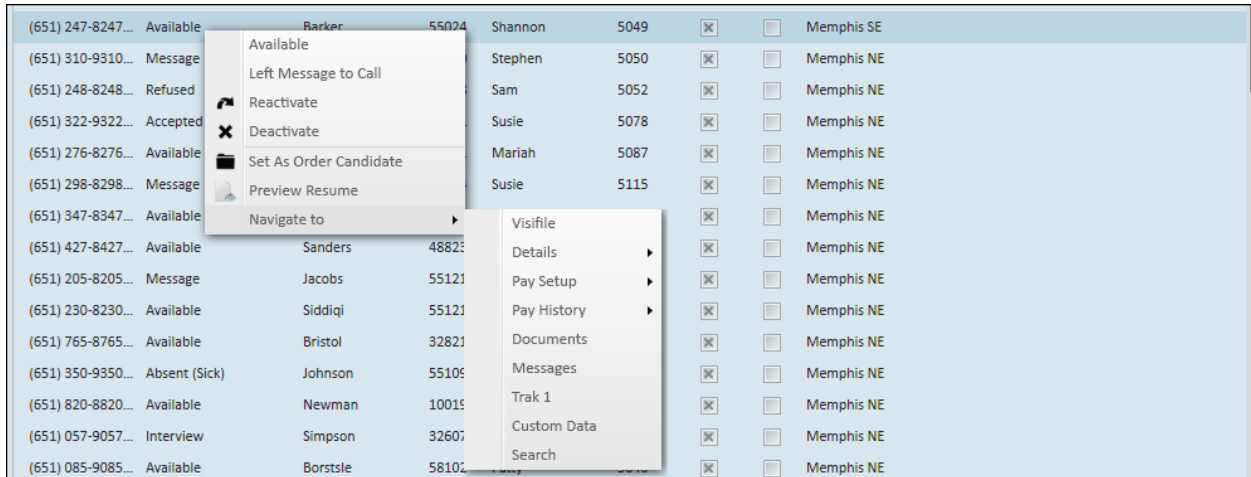
*Note – The text in the *Document Viewer* will only be highlighted if a “Document Text” **Search** is conducted as mentioned earlier in this document.

Record Navigation

From the **Search** results form, if you double-click on the **Employee's** line it will open the record to the **Visifile** form. If the **Visifile** does not contain the information you need to view in the **Employee's** record, use the right-click drop down menu and select *Navigate To*.



When *Navigate To* is selected from the right-click drop down menu, it will expand to display the main forms available in the **Employee** record (ie. **Visifile**, **Details**, **Pay Setup**, etc.).



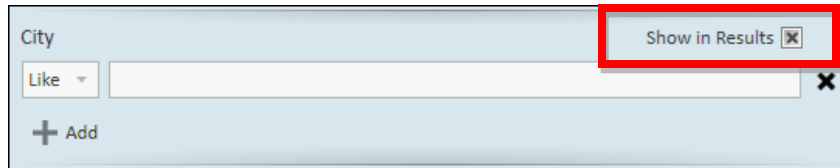
If the selected **Employee** record form has associated subforms (ie. **Details/Past Jobs, Pay History/Check Register**, etc.), the navigation menu can be expanded further (shown left).

Click on the form or subform to navigate directly to that area of the **Employee's** record.

Columns Displayed

To display the criteria from a search field in the results screen, click on the *Show in Results* check box for the criteria selected (shown below).

*Note – Criteria does not need to be entered in the field to have it display in the **Search** results.



Enhance Search Saved Searches

The Skill search returned 62 results.

Drag a column header here to group by that column.

ID	Last Name	First Name	Phone	Last Message	City	Zip C...	Is Acti...	Is Assi...	Branch
5030	Anderson	John	(651) 452-0467	Available	Fort Pierce	34982	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Memphis NE
5035	Arkansas	Frank	(651) 241-8241...	Message	Little Rock	72219	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Memphis NE
5049	Barker	Shannon	(651) 247-8247...	Available	Ithaca	55024	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Memphis SE
5050	Barnes	Stephen	(651) 310-9310...	Message	Beverly Hills	90210	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Memphis NE
5052	Becket	Sam	(651) 248-8248...	Refused	Rosemount	55068	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Memphis NE
5078	Davis	Susie	(651) 322-9322...	Accepted	Heartland	90011	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Memphis NE

The *City* column was added to the **Search** results displayed above because the *Show in Results* check box was checked off on the *City* field in the *Location* category of the *Enhance Search* section.

The Skill search returned 62 results.

Drag a column header here to group by that column.

ID	Last Name	First Name	Phone	Last Message	City	Zip C...	Is Acti...	Is Assi...	Branch
5030	Anderson	John	(651) 452-0467	Available	Fort Pierce	34982	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Memphis NE
5035	Arkansas	Frank	(651) 241-8241...	Message	Little Rock	72219	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Memphis NE
5049	Barker	Shannon	(651) 247-8247...	Available	Ithaca	55024	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Memphis SE
5050	Barnes	Stephen	(651) 310-9310...	Message	Beverly Hills	90210	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Memphis NE
5052	Becket	Sam	(651) 248-8248...	Refused	Rosemount	55068	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Memphis NE
5078	Davis	Susie	(651) 322-9322...	Accepted	Heartland	90011	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Memphis NE
5087	Donovan	Mariah	(651) 276-8276...	Message	Eagan	55121	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Memphis NE
5115	Gannon	Susie	(651) 298-8298...	Message	Naperville	60564	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Memphis NE

By right-clicking on the column header line you can select to add or remove available columns to the **Search** results displayed. If the search criteria entered has the *Show in Results* check box checked off it will be available as a selection in the drop down menu (as shown with the *City* column above).

<input checked="" type="checkbox"/> ID
<input checked="" type="checkbox"/> Last Name
<input checked="" type="checkbox"/> First Name
<input checked="" type="checkbox"/> Phone
<input checked="" type="checkbox"/> Last Message
<input checked="" type="checkbox"/> City
<input type="checkbox"/> Zip Code
<input checked="" type="checkbox"/> Is Active
<input checked="" type="checkbox"/> Is Assigned
<input checked="" type="checkbox"/> Branch

If the column is currently displayed in the **Search** results it will have a in front of it. To remove a column from the results list, simply click on the line for it. The will disappear and the column will be removed from the list. And vice versa to add a column back in.

Sorting Results

The **Search** results can be sorted and grouped in a number of ways. Columns can be moved around on the screen by dragging and dropping the column into the new spot.

The Skill search returned 62 results.

Drag a column header here to group by that column.

ID	Last Name	First Name	Phone	Last Message	City	Is Act...	Is Assi...	Branch
5035	Arkansas	Frank	(651) 241-8324	Message	Little Rock	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Memphis NE

Click on the column header you want to move, continue to hold the left-click button down as you move the column header across the screen to the new location then release the left mouse button to drop the column into the place selected (*Branch* is being relocated to display between *Last Message* and *City*).

The Skill search returned 62 results.

Drag a column header here to group by that column.

ID	Last Name	First Name	Phone	Last Message	Branch	City	Is Acti...	Is Assigned
12189	Bailey	Brian	(651) 580-0580...	Message	Memphis SE	Eagan	<input checked="" type="checkbox"/>	<input type="checkbox"/>
12685	Diacon	Nikki	(918) 835-4145	Message	Memphis SE	Tulsa	<input checked="" type="checkbox"/>	<input type="checkbox"/>
12615	McAndrews	Ivan	(651) 468-2468...	Message	Memphis SE	New York	<input checked="" type="checkbox"/>	<input type="checkbox"/>
12978	Thompson	Ralph	(493) 934-9349	Message	Memphis SE	Eagan	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5816	Wood	Alison	(651) 235-9995	Message	Memphis SE	Palm Bay	<input checked="" type="checkbox"/>	<input type="checkbox"/>
12789	Zz	zz	(651) 766-4766	Message	Memphis SE		<input checked="" type="checkbox"/>	<input type="checkbox"/>
12759	Kurtz	Tamara	(614) 777-8686	zzcode 2	Memphis SE	Hilliard	<input checked="" type="checkbox"/>	<input type="checkbox"/>
12701	Poaster	Joey	(614) 555-7317		Memphis NE	Eagan	<input checked="" type="checkbox"/>	<input type="checkbox"/>
16488	Saunders	Janet	(921) 555-8825		Memphis NE	Portsmouth	<input checked="" type="checkbox"/>	<input type="checkbox"/>

You can sort the results by clicking on the column header (the will display when results are in descending order and the indicates that the results are ascending (ie. alphabetical)). Hold down the *Shift* key while clicking on column headers to sort by more than one column at a time (shown above).

The Skill search returned 62 results.

ID	Last Name	First Name	Phone	Last Message	Branch	City	Is Act...	Is Assigned
12414	Haruko	Sally	(651) 639-1639...	LMTC	Memphis SE	Maplewood	<input checked="" type="checkbox"/>	<input type="checkbox"/>
12189	Bailey	Brian	(651) 580-0580...	Message	Memphis SE	Eagan	<input checked="" type="checkbox"/>	<input type="checkbox"/>
12685	Diacon	Nikki	(918) 835-4145	Message	Memphis SE	Tulsa	<input checked="" type="checkbox"/>	<input type="checkbox"/>
12615	McAndrews	Ivan	(651) 468-2468...	Message	Memphis SE	New York	<input checked="" type="checkbox"/>	<input type="checkbox"/>
12978	Thompson	Ralph	(493) 934-9349	Message	Memphis SE	Eagan	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5816	Wood	Alison	(651) 235-9995	Message	Memphis SE	Palm Bay	<input checked="" type="checkbox"/>	<input type="checkbox"/>
12789	Zz	zz	(651) 766-4766	Message	Memphis SE		<input checked="" type="checkbox"/>	<input type="checkbox"/>
12759	Kurtz	Tamara	(614) 777-8686	zzcode 2	Memphis SE	Hilliard	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Branch: Memphis NE (30 items)								
12701	Poaster	Joey	(614) 555-7317		Memphis NE	Eagan	<input checked="" type="checkbox"/>	<input type="checkbox"/>
16488	Saunders	Janet	(921) 555-8825		Memphis NE	Portsmouth	<input checked="" type="checkbox"/>	<input type="checkbox"/>
15977	ZzJasonTestLastN...	zzJasonTest			Memphis NE	Apple Valley	<input checked="" type="checkbox"/>	<input type="checkbox"/>
16039	ZzRSGResumeTest	zzRSGResumeTest	(952) 368-5555		Memphis NE	Eagan	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5508	Johnson	Tabitha	(651) 350-9350...	Absent (Sick)	Memphis NE	Maplewood	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Drag and drop a column header to the white area above the column headers line (where *Branch* is displayed above) to sort the **Search** results into groups by the column selected.

Enhance Search Field Descriptions

The list below explains what field (or fields) the search criterion in the **Employee Enhance Search** area is pulling from within the forms and subforms of the **Employee** record.

Location

Street 1 – Looks at the *Street* field in the Address section of the **Details** form.

Street 2 – Looks at the *Street 2* field in the Address section of the **Details** form.

City – Looks at the *City* field in the Address section of the **Details** form.

State – Looks at the *State* field in the Address section of the **Details** form.

Zip Code – Looks at the *Zip* field in the Address section of the **Details** form.

Distance – Used in conjunction with the *Zip Code* to determine proximity (approx. distance in miles)

Branch – Looks at the *Branch* field in the Hiring Information section on the **Details** form.

Profile

Interest Code – Looks at *Interest Codes* from the **Details/Work Interests** form.

Hours Since – Used in conjunction with *Message Action* or *Message Text* to determine how recently a message was logged (in hours).

Days Since – Used in conjunction with *Message Action* or *Message Text* to determine how recently a message was logged (in days).

Message Date – Looks at the *Date/Time* field of when a message was logged.

Rep Name – Looks at the user that is listed as the *Staffing Specialist* on the **Details** form.

Numeric Rating – Looks at the *Numeric Rating* field in the Hiring Information section on the **Details** form.

Message Text – Looks at the text contained in employee messages.

Message Action – Looks at the *Action* code on employee messages.

Job Title – Looks at the *Job Title* field in the Hiring Information section on the **Details** form.

Entered By – Looks at the *Entered By* field in the Hiring Information section on the **Details** form.

Interviewed By – Looks at the *Interviewed By* field in the Hiring Information section on the **Details** form.

Activation Date – Looks at the *Act. Date* field in the Personal Information section on the **Details** form.

Anniversary Date – Looks at the *Anniversary Date* field in the Hiring Information section on the **Details** form.

I9 On File – Looks at the check box for *I9 On File* in the Hiring Information section on the **Details** form.

I9 Date – Looks at the *I9 Expire Date* field in the Hiring Information section on the **Details** form.

Alt Employee ID – Looks at conversion data that is not displayed in a form but stored in the SQL db.

Personal

ID – Looks at the *ID* field in the Personal Information section on the **Details** form.

First Name – Looks at the *First Name* field in the Personal Information section on the **Details** form.

Last Name – Looks at the *Last Name* field in the Personal Information section on the **Details** form.

Rep Name – Looks at the user that is listed as the *Staffing Specialist* on the **Details** form.

SSN – Looks at the *SSN* field in the Personal Information section on the **Details** form.

Phone – Looks at the *Contact Method* with a *Contact Type* of "Phone" in the **Details/Contact Methods** form.

Cell Phone – Looks at the *Contact Method* with a *Contact Type* of "Cell Phone" in the **Details/Contact Methods** form.

Email – Looks at the *Contact Method* with a *Contact Type* of "Email" in the **Details/Contact Methods** form.

Status

Is Active – Looks at the *Active* status of the employee ("deact" an employee by logging a message).

Washed Status – Looks at the *Washed Status* field in the Hiring Information section of the **Details** form.

Is Assigned – Looks at the current **Assignment** status for the employee (assigned or unassigned)

Hire Status – Looks at the *Hire Status* field in the Hiring Information section of the **Details** form.

Employment Category – Looks at the *Profession* field in the Hiring Information section of the **Details** form.

Order Type – Looks at the *Order Type* field in the Hiring Information section of the **Details** form.

Assignments

Skill Code – Looks at the *Job Title* field from the Job Information section of the **Assignment Details** form.

Assignment ID – Looks at the *Assignment ID* field from the Assignment Information section of the **Assignment Details** form.

Start Date – Looks at the *Start Date* field from the Job Information section of the **Assignment Details** form.

End Date – Looks at the *Actual Date Ended* field from the Job Information section of the **Assignment Details** form.

Status – Looks at the *Status* field from the Assignment Information section of the **Assignment Details** form.

Order ID – Looks at the *Order ID* field from the Assignment Information section of the **Assignment Details** form.

Customer – Looks at the *Customer* field from the Assignment Information section of the **Assignment Details** form.

Department – Looks at the *Department* field from the Assignment Information section of the **Assignment Details** form.

Job Title – Looks at the *Job Title* field from the Job Information section of the **Assignment Details** form (same as *Skill Code* but uses free text instead of a drop down menu).

Order Candidate

Order ID – Looks at the *Order* column in the **Details/Candidacy** form.

Candidate Status – looks at the *Status* column in the **Details/Candidacy** form.

Rank – Looks at the *Rank* column in the **Details/Candidacy** form.

Comment – Looks at the *Comments* column in the **Details/Candidacy** form.

Date Added – Looks at the *Entry Date* field for the *Status* of "Candidate" in the **Order/Candidate/Log** form.

Status Action Date – Looks at the *Entry Date* field for any type of *Status* change in the **Order/Candidate/Log** form.

Document

Search Text – Looks at the text of documents attached to employee records.

Document Type – Looks at the *Type* field selected for documents attached to employee records.

Document Name – Looks at the *Name* field entered for documents attached to employee records.

Create Date – Looks at the *Date* field for when the document was uploaded to the employee record.

Document Version – Looks at the *Version* field entered for documents attached to employee records.

Expiration Date – Looks at the *Expiration Date* field entered for documents attached to employee records.

File Type – looks at the type of file that was attached to the employee record (pdf, doc, txt).

Direct Hire

Actively Seeking – Looks at the Actively Seeking check box on the **Details/Direct Hire** form.

Relocate – Looks at the *Relocate?* check box on the **Details/Direct Hire** form.

Relocate Where – Looks at the *Relocation Area* field on the **Details/Direct Hire** form.

Desired Skillcode – Looks at the *Desired Job Title* field on the **Details/Direct Hire** form.

Current Skillcode – Looks at the *Current Job Title* field on the **Details/Direct Hire** form.

Current Salary – Looks at the *Current Salary* field on the **Details/Direct Hire** form.

Desired Salary – Looks at the *Desired Salary* field on the **Details/Direct Hire** form.

Date Available – Looks at the *Date Available* field on the **Details/Direct Hire** form.

Location Desired – Looks at the *Location Desired* field on the **Details/Direct Hire** form.

Job Objective – Looks at the *Job Objective* field on the **Details/Direct Hire** form.

Professional Summary – Looks at the *Professional Summary* field on the **Details/Direct Hire** form.

Differentiator – Looks at the *Differentiator* field on the **Details/Direct Hire** form.

Other Compensation – Looks at the *Other Compensation* field on the **Details/Direct Hire** form.

Wish List – Looks at the *Wish List* field on the **Details/Direct Hire** form.

Job History

Start Date – Looks at the *From Date* field on the **Details/Past Jobs** form.

End Date – Looks at the *To Date* field on the **Details/Past Jobs** form.

Employer – Looks at the *Employer* field on the **Details/Past Jobs** form.

Position – Looks at the *Position* field on the **Details/Past Jobs** form.

Testing

Test Name – Looks at the *Test* field on the **Details/Test Scores** form.

Pass – Looks at the *Pass* check box on the **Details/Test Scores** form.

Grade – Looks at the *Grade* field on the **Details/Test Scores** form.

Score – Looks at the *Score* field on the **Details/Test Scores** form.

Date Given – Looks at the *Date Given* field on the **Details/Test Scores** form.

Education

Date Ended – Looks at the *Date Ended* field on the **Details/Education** form.

Date Started – Looks at the *Date Started* field on the **Details/Education** form.

Degree Awarded – Looks at the *Degree Awarded* field on the **Details/Education** form.

Degree Date – Looks at the *Degree Date* field on the **Details/Education** form.

GPA – Looks at the *GPA* field on the **Details/Education** form.

Financial

Accrual ID – Looks at the unique ID number of the *Accrual* associated with the **Pay Setup/Accruals** form.

Balance – Looks at the *Balance* field for *Accruals* in the **Pay Setup/Accruals** form.

Max Period – Looks at the *Period Max* field in the **Main** tab for *Adjustments* in the **Pay Setup/Adjustments** form.

Max Yearly – Looks at the *Max Yearly* field in the **Main** tab for *Adjustments* in the **Pay Setup/Adjustments** form.

Rate Earned – Looks at the *Rate Earned* field of the *Accrual* associated with the **Pay Setup/Accruals** form.

Adjustment ID – Looks at the ID number of *Adjustments* in the **Pay Setup/Adjustments** form.

Tax Juris – Looks at the *Juris* field of the *Tax* in the **Pay Setup/Taxes** form.

Adjustment Amount – Looks at the *Amount* field in the **Main** tab for *Adjustments* in the **Pay Setup/Adjustments** form.

Adjustment Balance – Looks at the *Balance Amt* column for *Adjustments* in the **Pay Setup/Adjustments** form.

Tax Amount – Looks at the *Taxed* column in the **Pay History/Taxes to Date** form.

Taxable Amount – Looks at the *Taxable* column in the **Pay History/Taxes to Date** form.

Gross Tax – Looks at the *Gross* column in the **Pay History/Taxes to Date** form.

Tax Year – Looks at the year that *Taxes* are currently being withheld for.

Bank Information

Active – Looks at the *Activate Electronic Payments* check box in the **Pay Setup/Electronic Pay** form.

Electronic Pay Complete – Looks at the *Electronic Pay Setup Complete* check box in the Payment Options section of the **Pay Setup** form.

Expire Date – Looks at the *Expire Date* field in the Paycard Account section of the **Pay Setup/Electronic Pay** form.

Bank Name – Looks at the *Bank Name* associated with the *Bank Routing Info* field in the ACH Bank Account section of the **Pay Setup/Electronic Pay** form.

Prenote Approved – Looks at the *Pre-note Approved Date* field in the ACH Bank Account section of the **Pay Setup/Electronic Pay** form.

Prenote Sent - Looks at the *Pre-note Sent Date* field in the ACH Bank Account section of the **Pay Setup/Electronic Pay** form.

Prenote Disapproved - Looks at the *Pre-note Disapproved Date* field in the ACH Bank Account section of the **Pay Setup/Electronic Pay** form.

Prenote Required – Looks at the prenote status to determine if the prenote is set to one or zero in the PREmployeeBank table.

Routing Number – Looks at the *Bank Routing Info* field in the ACH Bank Account section of the **Pay Setup/Electronic Pay** form.

Still Have Questions?

For more information about employee search functionality contact our customer support group at 651-452-0366 or by sending an email to support@tempworks.com.

To schedule training on utilizing employee searches, submit suggestions on how to improve this document, or to request documentation on other Enterprise functionality please contact our Training Department at trainers@tempworks.com.