

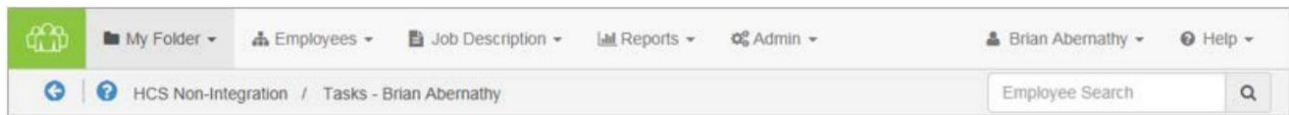
## Technical Datasheet

# Employee Search

Employee Search is now available in symplr Performance, and we're pretty excited about how this one came out. We designed this feature to help you quickly get to the places in the solution you need to be to get work done, so it's fast and requires less clicks to use than before. Plus it's a big upgrade in the style department, making it easier on the eyes as well as more intuitive to use.

## Where is it?

One of the best parts about Employee Search is how easy it is to use since it can be found on every single page in symplr Performance. Yep, every page. Right there in the navigation bar on the right side.

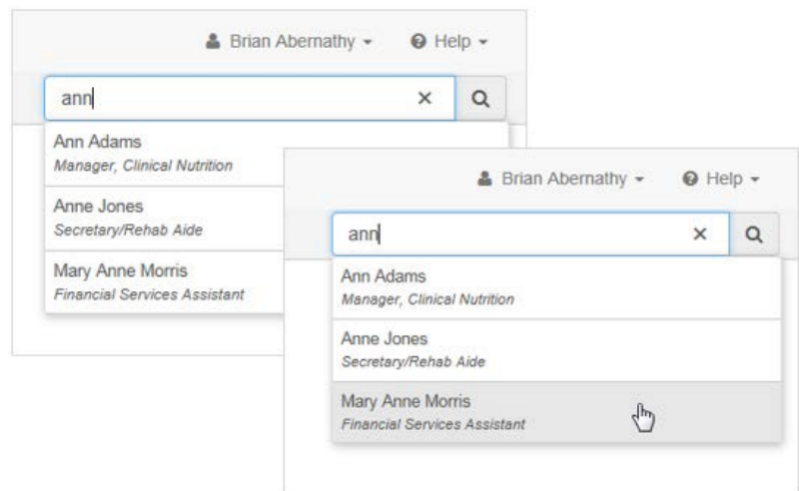


See that **Employee Search** text box? That's the new search area, and it's always there no matter where you are or what you're doing in the solution. No need to dive into the **Employees** or **Admin** menus for employee picker pages to begin your search; you can do it in that text box from anywhere in symplr Performance.

## How do I use it?

Using the new search is almost as easy as finding it. Just start typing into that text box, and once you have entered three (3) characters, you'll start to see matching results in a drop-down list. This searches against employee names (first and last) as well as employee IDs, much like the old search, but from a single field here.

See the employee you're looking for? Click on their entry from the list and you're taken to the *Tasks* page in the selected employee's profile.

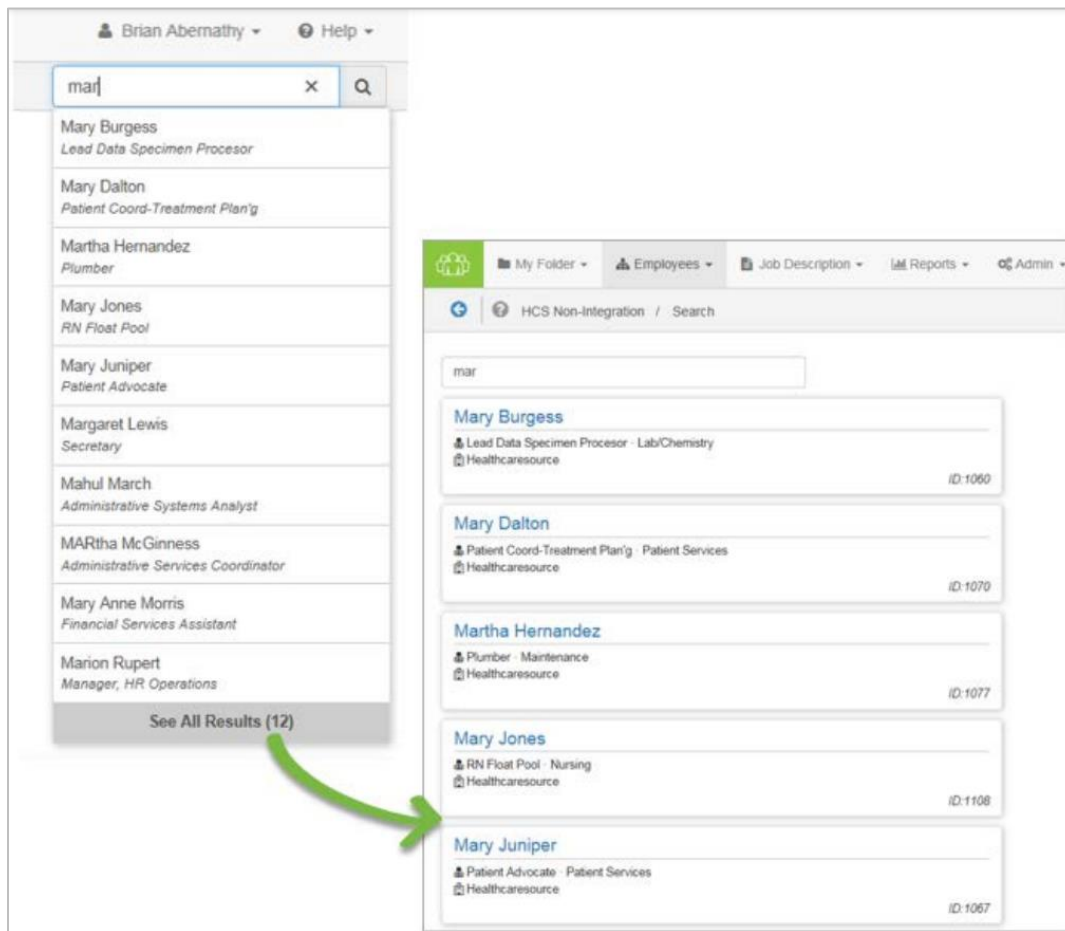


Click in the field. Enter some text. Click an employee. That's all there is to it!

## Additional Features

Let's say you enter three characters into that Employee Search that are common enough that the list of matches is too long to show under the search field. What happens then?

We've got you covered. The list that shows under the search field only displays the top 10 matches, but if there's more, a **See All Results** option shows up at the bottom of the list. It even tells you how many total results match your search. Clicking that option opens a new page with the full list of matching results.



## The Fine Print

Nothing to worry about, just some of the finer details you should be aware of regarding this feature.

- Admin users have an option to **Include Inactive Users** when viewing the list of all results from the search. Selecting that option displays inactive users in the list, but their entry is shaded in red.
- Inactive users never appear in the quick results list; only on the detailed results page.
- Though this is intended to replace the *Select Employee* page under **Admin**, that search will remain available for a little while longer as we roll this new feature out.