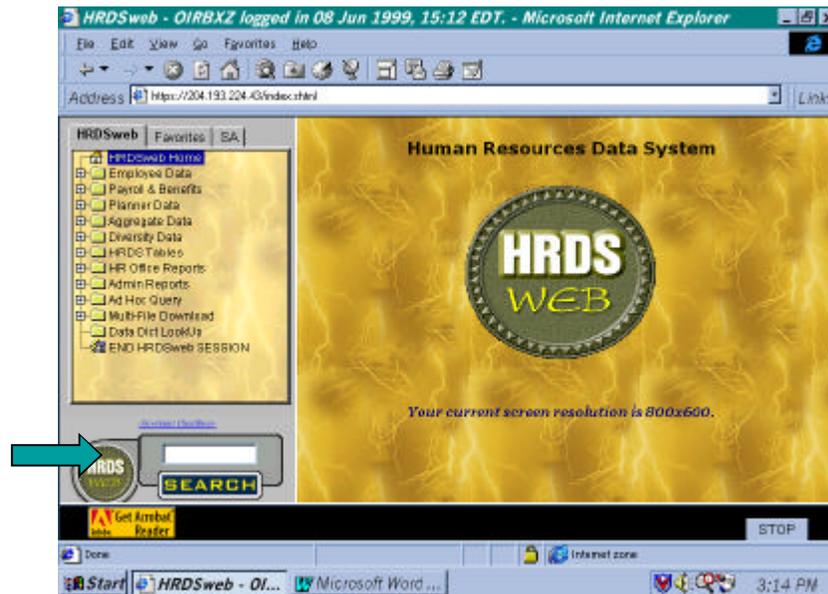


6. HRDS QUICK SEARCH

The HRDSweb “Quick Search” is available via the search feature located at the bottom left hand corner of the HRDSweb main screen (see Screen 6.1 below).



Screen 6-1.Quick Search Tool

The HRDSweb Quick Search Tool represents the fastest way to find information in HRDSweb. You may use Quick Search by typing one or more key words in the search box OR by clicking on the word “search” with the mouse. The latter brings up a list of information available in HRDSweb and permits searches by report titles or data fields. The end result of any search is a list of reports related to the key words entered. Quick Search does not perform searches using the contents of a field such as reports of individuals with the name of “Smith.” To do this sort of activity, you will need to use the HRDSweb Download Module (see Appendix A).

How To Use:

1. Type your key words in the search box.
2. Press the Search button to start your search.

An example:

1. Type *employee leave* in the search box.
2. Press the **Search** button or press the **Enter** key.
3. The Results page will show you a list of reports with the words "employee" or "leave" in

the title. You can then click on any of the titles to go directly to the report.



Be as specific as possible in defining your search. To narrow your search, input as many key words in the search box as necessary. One key word might give a large result while several key words might narrow your search significantly. The search feature is similar to using any search feature on the Web.

Tips:

When searching, think of a key word as a term that is normally associated with the report, such as *salary* or *pay*. You can separate words using spaces and/or tabs.

You may link key words together into phrases if you are searching for specific words or numbers that appear together in the report title. If you want to find an exact phrase, use "**double quotation marks**" around the phrase when you enter words in the search box (e.g., to get to the Employee Base Data Report, type "**employee base data**" in the search box).

Quick Search is not case sensitive.