

# Search Staff Report

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[Watch a \(2:17\) video tutorial on Searching Staff](#)

The **Search** function, in the *Staff* menu, is a customizable report of your staff members. It allows you to search through all of your staff to find only those that meet the criteria you select.

- ★ Create a list of employees who have been with you for 5+ years for service awards (*Start Date* criteria).
- ★ Ensure your staff's certifications are up to date (optional to use *Staff Certifications* criteria, *Show Staff Certifications* setting).
- ★ Generate a list of your staff with birthdays in the coming month and email them a birthday greeting (*Birth Month* criteria, *Email* button in report results).

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## Search Criteria

All of the search criteria in Search Staff pull information from fields in the **Staff record**.



## Display Settings

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

**Display Settings**  
Show Staff Skill:   
Show Staff Certifications:

## The Report Results

**Search Staff**  
   
View 1 - 1 of 1    5 columns hidden  

First Name	Last Name	Classes		Email	Address1	City, ST	Zip	Birth Date	Certifications	Email All
<input type="text" value="Search"/>	<input type="text" value="Search"/>			<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>
Dianne	<a href="#">Harris</a>	<a href="#">Classes</a>	<a href="#">Weekly Schedule Calendar</a>	<a href="mailto:dlinth@gmail.com">dlinth@gmail.com</a>	7516 Holly Road	Huntersville, NC	28078	7/11/1971	Master 5/1/2018	<input type="checkbox"/>

Use this link to create a calendar of the instructor's classes

Customize your report by showing only the information that is important to you.

- The **Show/Hide Columns** button allows you to customize your report by selecting which information to display.

**Show/Hide Columns - Search Staff**  
Uncheck columns and click the "Apply" button to hide columns. Click the "Apply & Save" button to save these settings for your User ID.  
 

<input checked="" type="checkbox"/> First Name	<input checked="" type="checkbox"/> Address1
<input checked="" type="checkbox"/> Last Name	<input checked="" type="checkbox"/> City, ST
<input type="checkbox"/> Status	<input checked="" type="checkbox"/> Zip
<input type="checkbox"/> Positions	<input checked="" type="checkbox"/> Birth Date
<input checked="" type="checkbox"/> Classes	<input type="checkbox"/> Skills
<input type="checkbox"/> Home Phone	<input checked="" type="checkbox"/> Certifications
<input type="checkbox"/> Work Phone	
<input type="checkbox"/> Cell Phone	
<input type="checkbox"/> Instructor	<input checked="" type="checkbox"/> Email All
<input type="checkbox"/> Type	
<input checked="" type="checkbox"/> Email	

- Select **Apply** to have these selections applied to only 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.

- **Email** directly from the report results. Use the *Email All* column to send to only selected staff or send to all.
- 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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