

# Enterprise - Managing Employee Interest Codes

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## What is an Interest Code?

Within Enterprise you can track and search an employee's skills, languages, shifts that they're willing to work, etc. by managing the interest codes tied to their record. This will allow you to find employees with the correct skill sets and experience for a job.

## Quick Steps

### Assign an Interest Code

1. Navigate to Employee's Visifile
2. Select the pencil icon next to Interest Codes
3. Select an interest code under the available column
4. Click the right arrow in the center to assign the code
5. Click 'Save'

### Unassign an Interest Code

1. Navigate to Employee's Visifile
2. Select the pencil icon next to Interest Codes
3. Select the interest code under the assigned column that you wish to remove
4. Click the left arrow in the center of the window
5. Click 'Save'

### Search Using Interest Codes

1. Navigate to Employee Search
2. Select 'Enhanced Search'

3. Select 'Profile'
4. Select 'Interest Code'
5. Enter the code you want to search by typing or using the drop down menu
6. Click 'Add' to add additional codes (if you add additional codes be sure to select Match All when you want employees to meet all criteria instead of any)
7. Click Search

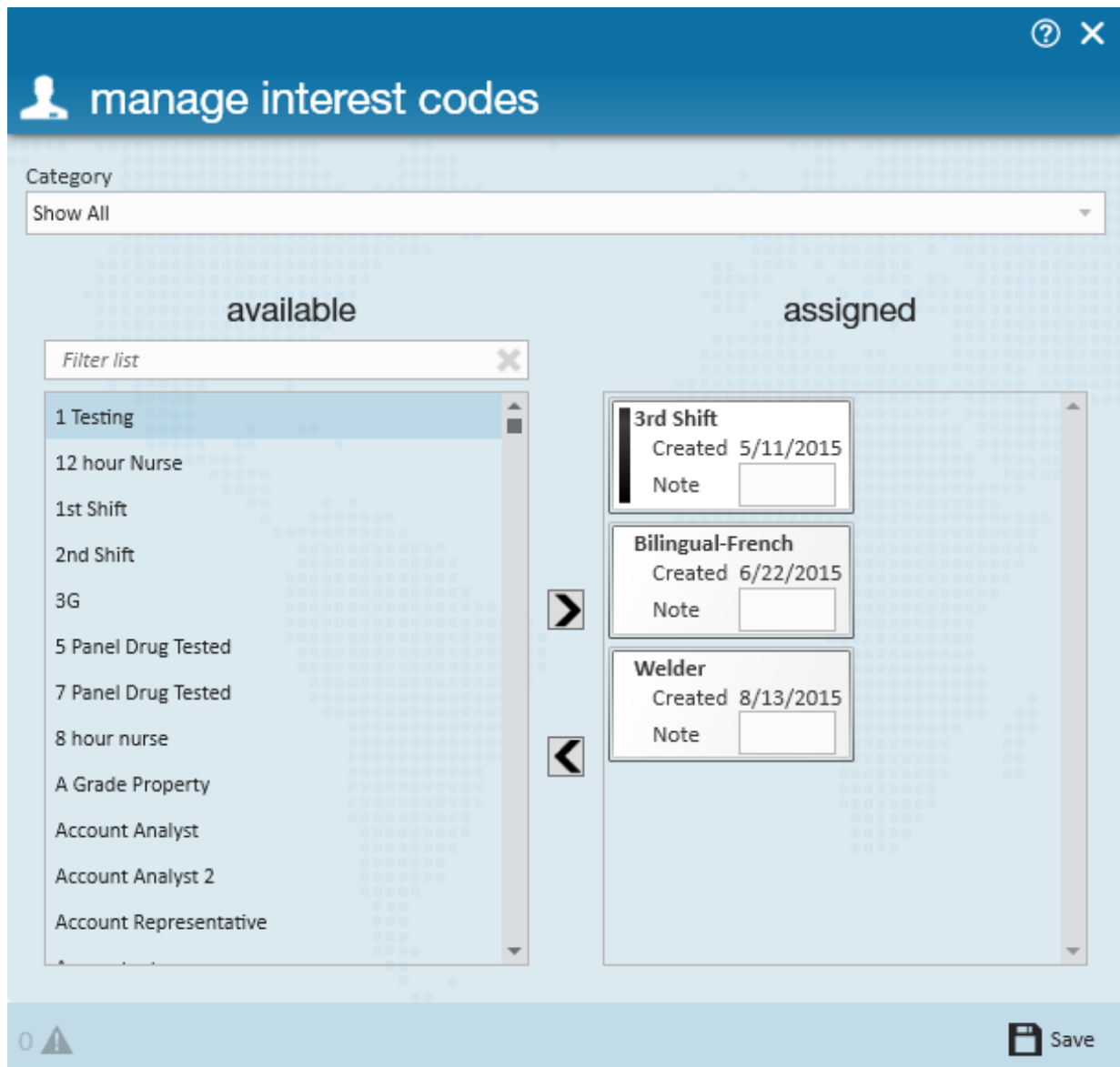
## Complete and Details Steps

**Step 1:** Navigate to the employee's visifile and select the pencil icon to manage/add/edit interest codes:

The screenshot displays the employee profile for Jim "Jimmy" Peach. The profile includes personal information such as name, location (Canoe River, Albany, MN 56307), ID (4295003914), and SSN (xxx-xx-1212). The page is divided into several sections: 'employee snapshot' with fields for Name, Email Address, Desired Location, Hire Status, and Rate Desired; 'messages' with a table of recent communications; and 'assignments' with a table of job roles. The 'interest codes' section is highlighted with a red box and shows a list of codes: '3rd Shift', 'Bilingual-French', and 'Welder'. The left sidebar contains navigation options like 'visifile', 'details', 'documents', 'integrations', 'evaluations', 'messages', 'pay history', 'pay setup', 'tasks', 'search', 'employee', 'customer', 'order', 'assignment', 'contact', 'pay / bill', 'calendar', 'reports', and 'all options'.

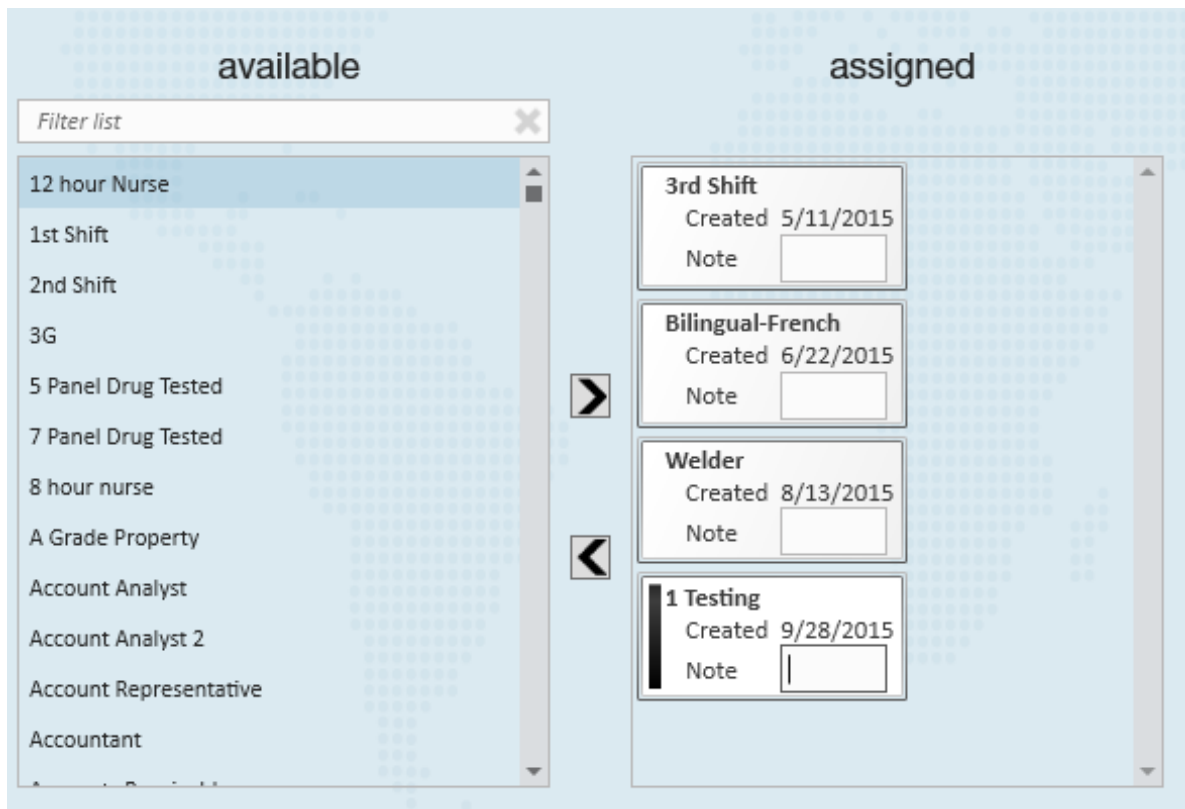
**Step 2:** Users can select a category from the drop-down menu to display a list of related codes. Or, users can enter the first few letters of the code within the filter list field to narrow down the search results.

**\*Note\*** Interest codes can always be modified (or new ones can be added!) within the administration section of Enterprise.

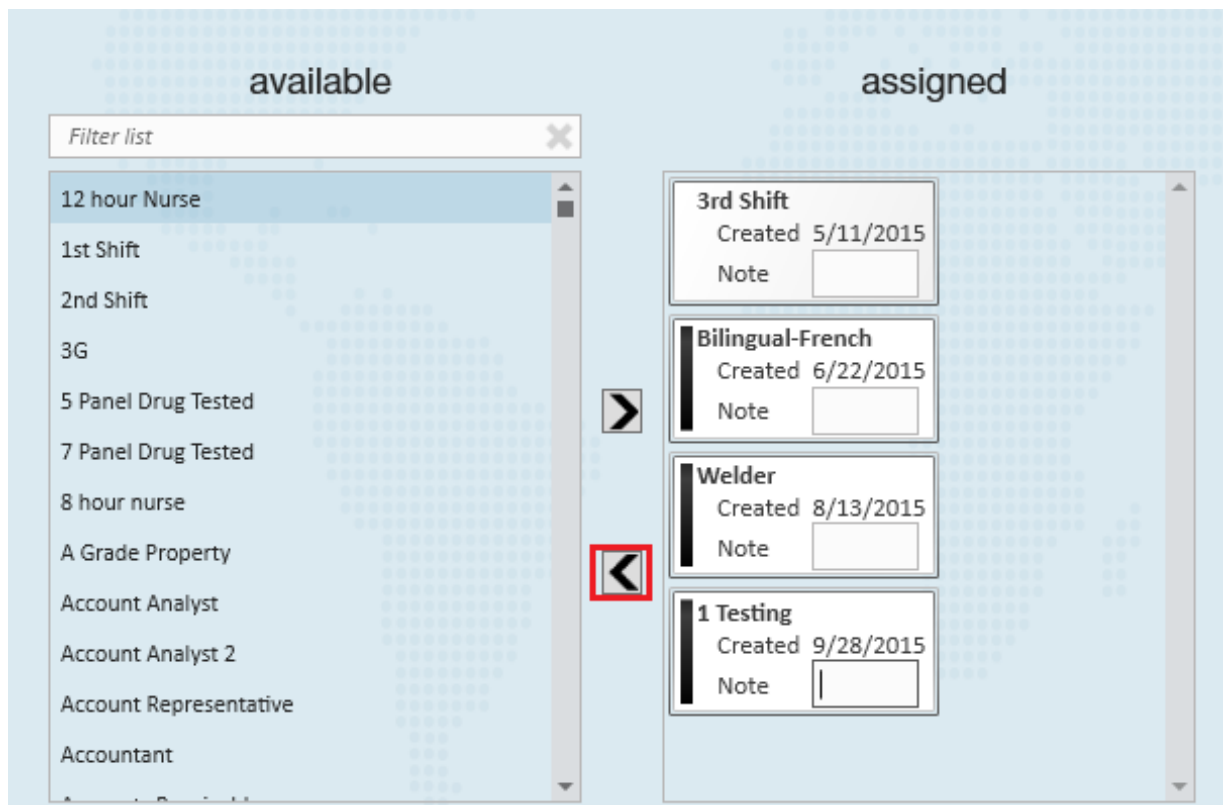


**Step 3:** Highlight a code(s) from the available list on the left and click the > icon to assign the code(s) to the employee. Then select to save.

**\*Note\*** To delete an interest code before saving, highlight the code you wish to remove, this will be represented by a black bar (as shown in the screenshot below). Then, select the < icon to remove an unwanted code.



If you wish to remove more than one code at a time utilize the ctrl key to select those you want to remove as shown:



Interest Code Details:

Within the (1.) employee's record expand (2.) the details section and select (3.) the work interests section of the employee record. From here, users will see an (4.) interest codes table where added codes can be removed or edited:

## Searching Interest Codes

The benefit of adding interest codes to an (1.) employee(s) record is that they can be (2.) searched.

**Step 1:** Within the (3.) enhance search section, select the (4.) *profile* category.

**Step 2:** Select (5.) *Interest Code* from the list of options. This will allow users to search one or multiple (depending upon the results you wish to obtain) codes.

**Step 3:** Select Search.

*Search Example:*

In the following example, we are looking for employees who have forklift experience and/or who can speak Spanish.

- When selected, the *Match Any* check box will look for records that have been tagged with the code of *Forklift OR Bilingual-Spanish*.

- When selected, the *Match All* check box will look for records that have been tagged with the code of *Forklift AND Bilingual-Spanish*.
- When selected, the *Show in Results* check box will create an additional column within your search results specifying the interest codes that match the employee record

The screenshot displays a user profile for Jim "Jimmy" Peach with ID: 4295003914 and SSN: xxx-xx-1212. The interface includes a search bar with filters for 'All Records' and 'Active'. A red box highlights the 'Enhance Search' dialog, which shows search criteria for 'Interest Code' with 'Forklift' and 'Bilingual-Spanish' selected. The 'Match All' option is selected, and the 'Show in Results' checkbox is checked. The left sidebar shows the 'employee' category selected, and the main area displays search results for 'Profile'.

Once results are returned you may organize and work off of the information to match employees to the correct positions.

tasks appointments social email

visifile details documents integrations evaluations messages pay history pay setup tasks

Last Name SSN All Records RepName All Reps Document Text  
 First Name ID Active Branch All Branches Search Clear Criteria

Enhance Search Saved Searches

Your search returned 27 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 C...	HasR...	Cell Phone	Interest Code
429501...	Bradley	Alex	Memphis SE		<input checked="" type="checkbox"/>	<input type="checkbox"/>	DNA	56352	<input type="checkbox"/>	(563) 456-4533	Forklift
429501...	Brehn	Mary	Memphis SE	(651) 232-7913	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Order Candidate	55109	<input type="checkbox"/>		Forklift
429501...	Culley	Karen	Memphis SE	356243566	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Order Candidate	32908	<input checked="" type="checkbox"/>	356243566	Forklift
429501...	Ericson	Jenna	Memphis SE	(320) 215-6328	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Order Candidate	56378	<input checked="" type="checkbox"/>		Forklift
429501...	Farmington	Rex	Memphis SE	(566) 653-1233	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Refused	56352	<input type="checkbox"/>		Forklift
429501...	Halifax	Thomas	Memphis SE	(248) 549-4984	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Order Candidate	55413	<input checked="" type="checkbox"/>	(248) 984-5854	Forklift
429501...	Harper	John	Memphis SW		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Message	55413	<input type="checkbox"/>	(984) 844-2555	Forklift
429501...	Holsted	Ronald	Memphis SE	(651) 444-9874	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Email	55109	<input checked="" type="checkbox"/>	(651) 774-8954	Forklift Operator
429501...	Jones	Fredrick	Memphis SE	(234) 539-8457	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Message	84088	<input checked="" type="checkbox"/>	(123) 414-3238	Forklift
429501...	Juniper - Lopez	Reed	Memphis SE		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Email	55419	<input type="checkbox"/>	(343) 534-5454	Forklift
12579	Kozelek	Jordan	Memphis SE	(651) 212-22...	<input type="checkbox"/>	<input type="checkbox"/>	Order Candidate	43220	<input type="checkbox"/>	(651) 210-22...	Forklift
429501...	Little	Wayne	Memphis SE	(234) 234-2344	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Email	14850	<input checked="" type="checkbox"/>	(234) 234-2344	Forklift
429501...	Moser	Robert	Memphis SE	(321) 345-9858	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Order Candidate	14850	<input type="checkbox"/>	(321) 345-9858	Forklift
12789	Myers	Christopher	Memphis SE	(651) 766-4766	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Message		<input checked="" type="checkbox"/>	(651) 889-3889	Forklift
429501...	Nunez	Angellca	Memphis SE	(801) 111-5555	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Order Candidate	84088	<input type="checkbox"/>	(901) 525-5552	Forklift
429501...	O'Keefe	Ryan	Memphis SE	(976) 431-2133	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Email	56352	<input type="checkbox"/>		Forklift
429501...	Okoneski	Lauren	Memphis SE	(651) 545-1212	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Order Candidate	55109	<input type="checkbox"/>		Forklift
429501...	Potter	Kevin	Memphis SE	(321) 687-4756	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Placed	30507	<input type="checkbox"/>	(321) 687-2437	Forklift
429501...	Righter	Daryl	Memphis SE	(321) 321-2314	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Email	55419	<input type="checkbox"/>	(452) 131-4152	Forklift
429501...	Rockwell	Norman	Memphis SE	(646) 131-6543	<input checked="" type="checkbox"/>	<input type="checkbox"/>	React	76117	<input type="checkbox"/>		Forklift
429501...	Sams	Harold	Memphis SE	(321) 321-3213	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Email	14850	<input checked="" type="checkbox"/>	(321) 321-3213	Forklift
429501...	Schultzenberg	Robert	Memphis SE	(565) 623-2656	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Order Candidate	56352	<input type="checkbox"/>		Forklift
429501...	Smith	Corey	Memphis SW	(321) 474-2868	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Message	14850	<input checked="" type="checkbox"/>	(321) 474-2868	Forklift

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