

# Beyond - Advanced Searching

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## Searching

The goal of any database is to collect as much information as possible. As a record becomes more and more detailed through data entry and tools like HRCenter™, it becomes easier and easier to find the right employees later on. The better your data, the easier and more variable your searching can become.

The goal of this article is to walk the user through the basics of record searching within Beyond™. In addition, we will also examine our more advanced options.

### This article reviews:

1. [Basic Searching vs. Advanced Searching](#)
2. [Basic Searching Options](#)
3. [Advanced Searching Options](#)
4. [Search Results](#)

**\*Note\*** Looking for other kinds of searches? Check out the following:

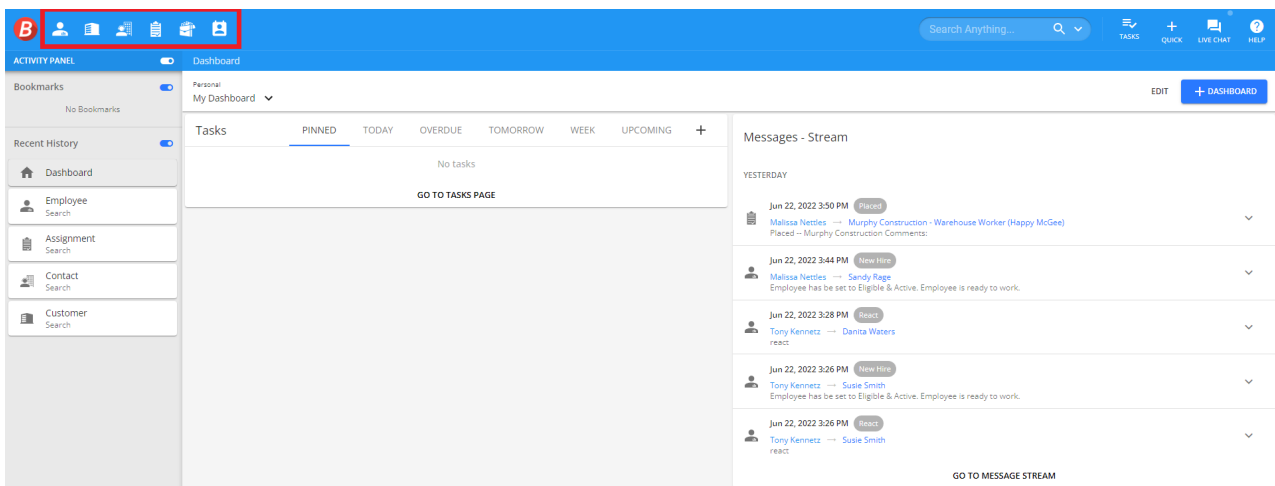
- [Onboarding](#)
- [Web Users](#)
- [Background Checks](#)
- [E-Verify Cases](#)
- [Near Me](#)

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## Basic Searching vs Advanced Searching

In Beyond, [Basic Searching](#) is used to typically find a singular record, whereas an [Advanced Search](#) is run to create a list of results or multiple records that adhere to a set criteria.

To conduct either of these searches, locate the six principal records in the upper left-hand corner of the screen:



From left to right, the five principle records are:

1. **Employee:** Records of individuals who could be placed on assignment in your system.
2. **Customer:** The clients and businesses your company services.
3. **Contact:** The individuals associated with Customer records in your system who are not considered your employees.
4. **Assignment:** The record of an employee's employment. This will always be tied to a Job Order.
5. **Job Order:** The request of a customer for employees, typically defined best by worksite and job title.
6. **Prospect:** Record of a potential new customer or contact.

To perform any search, select the record type of the desired search.



Once selected, this will usher the user into the searching area. The user can first select whether they would like to conduct a Basic or Advanced search:

Search / Employees

BASIC		ADVANCED	
Last Name Last	First Name First	Employee Id	Government Id
Assigned Either	Status Active	Branch All	Service Representative All

RESET **SEARCH**

**\*Note\*** Depending on the type of search, the screen layout will appear differently. The screen shot above is a basic search for employees.

## Basic Searching

Basic searching is just that, designed to find a specific record. Options include searching by:

Search / Employees

BASIC		ADVANCED	
Last Name Last	First Name First	Employee Id	Government Id
Assigned Either	Status Active	Branch All	Service Representative All

RESET **SEARCH**

- **Last Name:** The last name of the record.
- **First Name:** The first name of the record.
- **Employee ID:** The individual ID of the record.
- **Government ID:** The Social Security Number or other Government ID of the Employee (can be with or without hyphens or spaces)
- **Assigned:** A drop-down filter allowing the user to select only those that are assigned, unassigned, or either.
- **Status:** A drop-down filter allowing the user to select only those that are active, inactive or either.
- **Branch:** The branch the record is associated with.
- **Service Representative:** The Service Representative that created the employee record.

**\*Note\*** Depending on the record type being searched (Employee, Customer, Contact, Assignment, Job Order, Prospect), the above fields may vary.

When a search returns results, those results will be posted in the lower half of the screen:

EMPLOYEE Search / Employees

BASIC				ADVANCED			
Last Name Smith	First Name First	Employee Id	Government Id	Assigned Assigned	Status Active	Branch All	Service Representative All
RESET SEARCH							

Search returned 9 results

<input type="checkbox"/>	Employee Id	Last Name	First Name	Branch	Is Active	Is Assigned	Last Message	Zip Code	Resume on file	Phone
<input type="checkbox"/>	12370	Smith	David	High Tech SE	✓	✓	Deact	55125	⊗	651-656-4656
<input type="checkbox"/>	4295004366	Smith	Harrison	High Tech NW	✓	✓	Message	55125	⊗	651-555-5555
<input type="checkbox"/>	4295074845	Smith	Harrison	High Tech NE	✓	✓	Email	55125	✓	6512875887
<input type="checkbox"/>	5309	Smith	John	High Tech NE	✓	✓	Deact	55125	⊗	(651) 456-8456x123
<input type="checkbox"/>	4295053300	Smith	Randy	High Tech NE	✓	✓		55125	⊗	
<input type="checkbox"/>	4295054022	Smith	Rex	High Tech NE	✓	✓		55125	⊗	
<input type="checkbox"/>	17434	Smith	Sharida	High Tech SE	✓	✓		55125	⊗	
<input type="checkbox"/>	15982	Smith	Tim	High Tech SE	✓	✓		55125	⊗	
<input type="checkbox"/>	12371	Smithers	Dave	High Tech SE	✓	✓	Deact	55125	⊗	651-657-4657

Rows per page: 100 1-9 of 9 < 1 >

**\*Trainer Tip\*** When searching for a record, partial information can be searched on. In addition, a "wildcard search" can be performed if you are unsure of a name. A wildcard is represented by the "%" sign beside the text:

EMPLOYEE Search / Employees

BASIC				ADVANCED			
Last Name %Apple	First Name First	Employee Id	Government Id	Assigned Either	Status Active	Branch All	Service Representative All
RESET SEARCH							

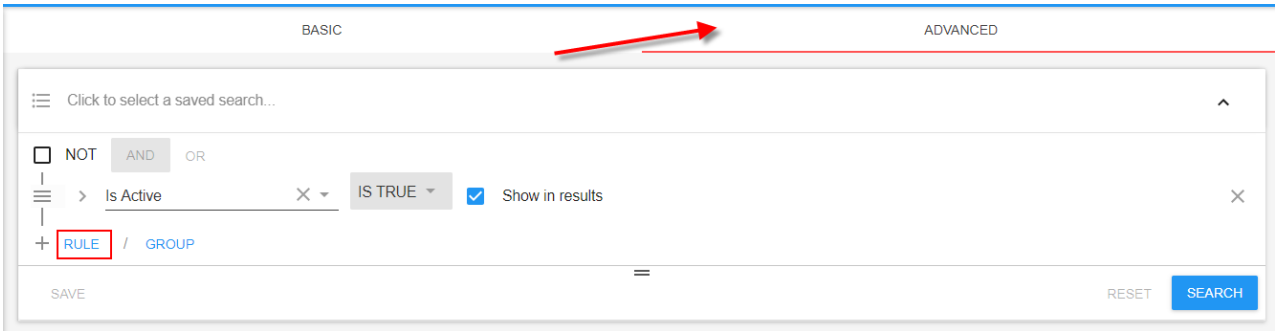
Search returned 8 results

<input type="checkbox"/>	Employee Id	Last Name	First Name	Branch	Is Active	Is Assigned	Last Message	Zip Code	Resume on file	Phone
<input type="checkbox"/>	4294973141	Applebee	Randy	High Tech SW	✓	⊗	Message	55121	⊗	
<input type="checkbox"/>	4295134572	Applebee	Randy	High Tech NE	✓	⊗		55105	✓	6516982088
<input type="checkbox"/>	4295004220	appleseed	adam	High Tech SE	✓	⊗		56308	⊗	
<input type="checkbox"/>	4295004221	appleseed	elizabeth	High Tech SE	✓	⊗		55121	⊗	
<input type="checkbox"/>	4295004213	appleseed	johnny	High Tech SE	✓	⊗	Order Candidate	e9f8h4	⊗	
<input type="checkbox"/>	4295004222	appleseed	kyle	High Tech SE	✓	⊗		55121	⊗	
<input type="checkbox"/>	23595	RAPPLEY	ADAM	High Tech SE	✓	⊗		55121	⊗	

## Advanced Searching

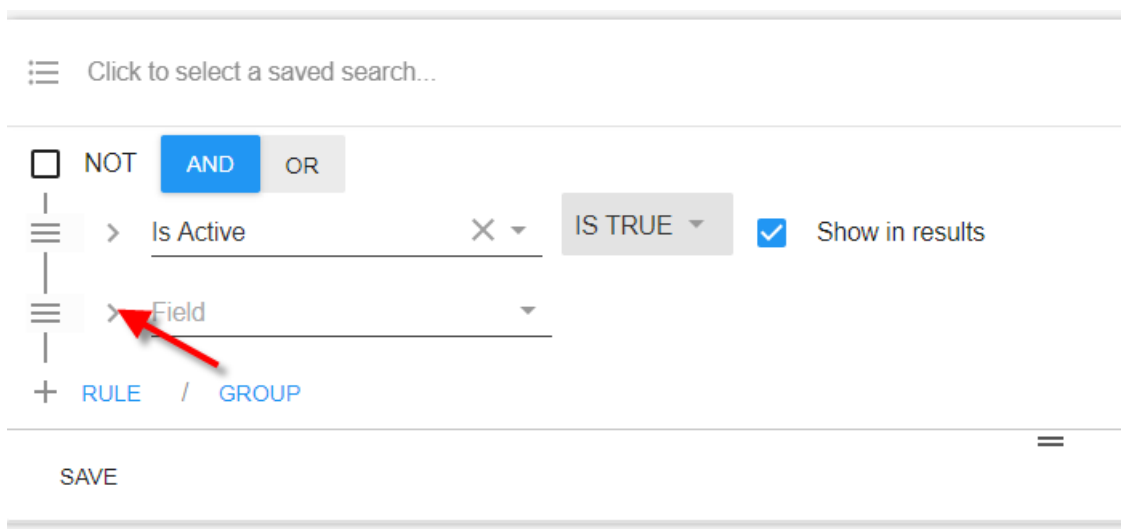
Advanced searching in Beyond is designed to allow users to find records in their database based on detailed criteria. Every advanced search is built on a set of rules and groups that form a statement.

- **Rules-** A specific field to add as searchable criteria.
- **Group-** A series of rules that are first searched for and then compared to the remaining statement.
- **Statement-** The entirety of all rules and groups of rules that make up a search.

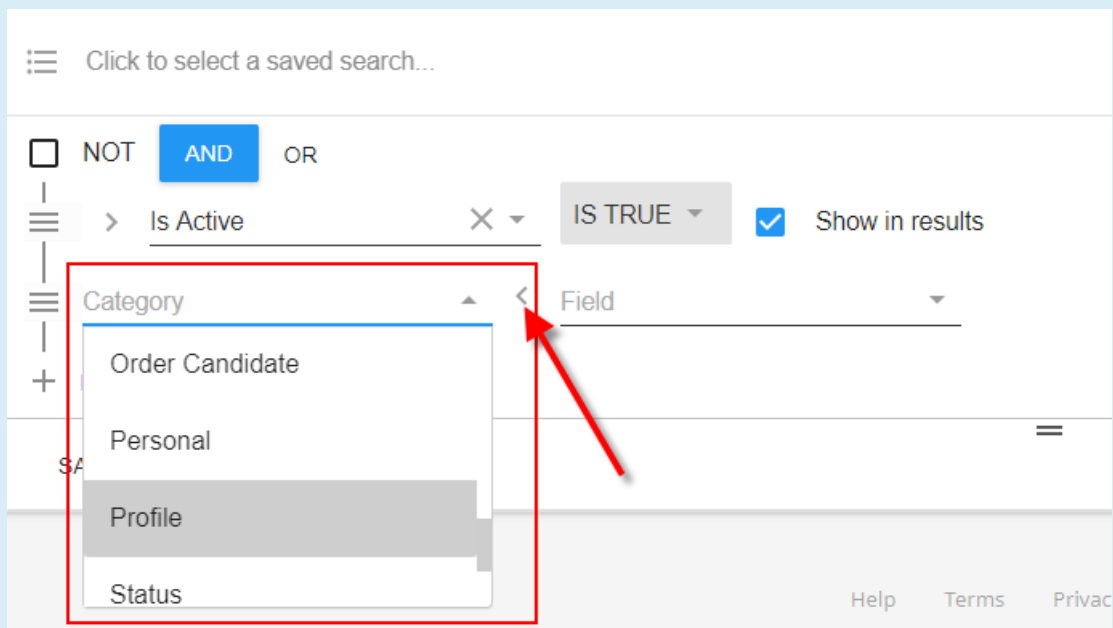


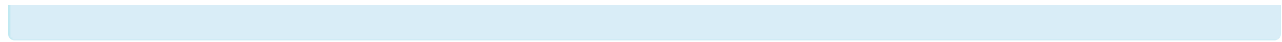
## Rules

To add a rule, select the 'RULE' button. This will add a blank rule to be added to the statement. The newly added rule will have a field that can be entered to search on.



**\*Trainer Tip\*** If you are unsure what fields can be searched for in Beyond, select the caret beside the field, this will add the category field as well. This can be useful for learning about new searchable fields.





Those rules will be connected by the group concept of "AND." This says that any record must have all listed criteria in the statement to appear in the results:

For example, in the statement above, a user might look for employees that are {active "AND" unassigned "AND" have the interest code of 3rd shift}.

## Groups

Groups act as sections of rules within a statement that are to be run first when compared to the rest of the rules within the statement. Within a group, you must first define the kind of group. There are three basic kinds of groups:

1. 'AND' Groups
2. 'OR' Groups
3. 'NOT' Groups

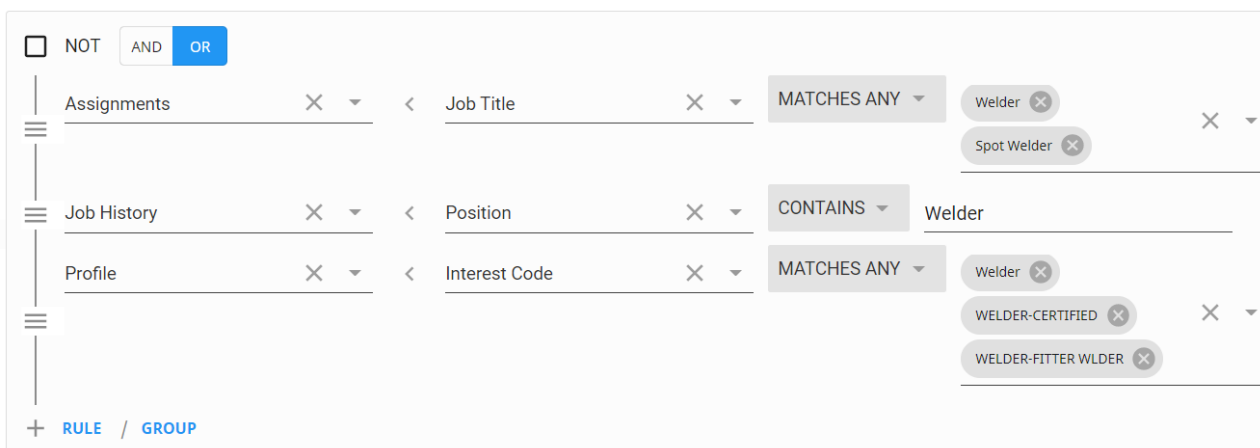
## AND

This is an exclusive group and will only return results for records that possess all the criteria within the group. Let's look at an example statement:

In this case, we are looking for employees that have a message logged with the action code of Available AND the message was logged on or after a specific date.

## OR

This is an inclusive group and will return results with records that qualifies for any of the criteria within the group. Let's look at an example statement:



The screenshot shows a search filter interface with a main group set to 'OR'. It contains three criteria:

- Assignments**: Job Title MATCHES ANY Welder, Spot Welder
- Job History**: Position CONTAINS Welder
- Profile**: Interest Code MATCHES ANY Welder, WELDER-CERTIFIED, WELDER-FITTER WLDER

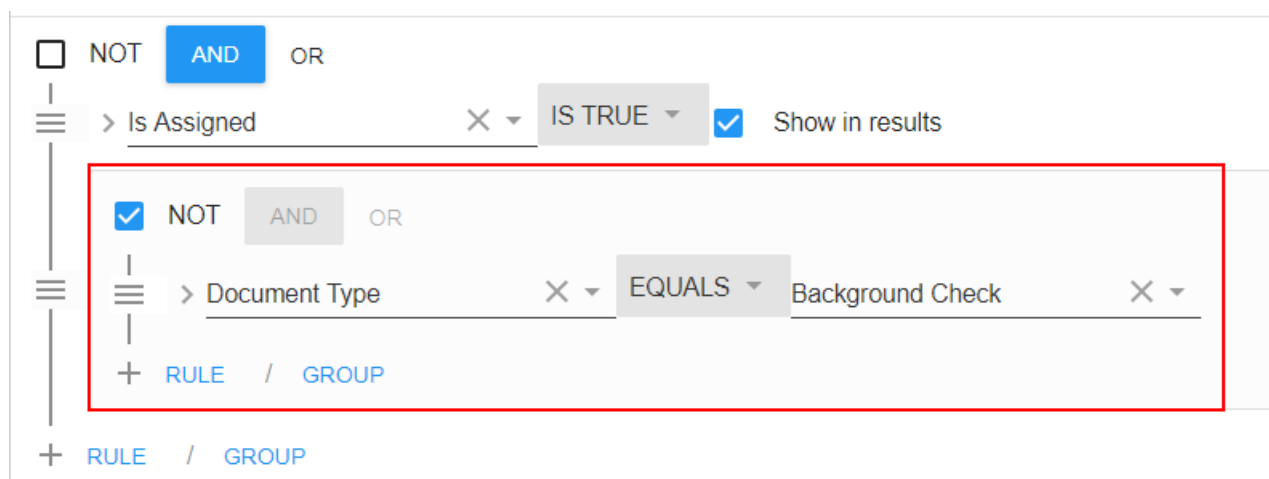
In this example, we are looking for a candidate for a welding position. So we are looking for an employee that has either:

- Had an assignment with us as a welder OR
- In their resume job history (on the story tab) have had a position as a welder OR
- Has an interest code that matches Welder/Welder-certified, etc.

The employees in the search results will have to meet at least one of these criteria (but not have to have all 3).

## NOT

This allows the searcher to locate information that does not exist. This is used primarily to audit records for missing information. Lets look at an example statement:



The screenshot shows a search filter interface with a main group set to 'AND'. It contains two criteria:

- Is Assigned**: IS TRUE (checked) Show in results
- NOT** group (checked):
  - Document Type**: EQUALS Background Check

In the example statement above, the user is looking for people who are assigned do NOT have a background check document on file.

You can mix and match using AND OR & NOT options in a search and utilize groups within groups to customize your searches. For example, If you need to audit your system to see which assigned employees don't have a current

I-9 on file.

The screenshot shows an advanced search interface. At the top, there is a search bar with the text 'Is Assigned' and a filter 'IS TRUE'. Below this, a large green-bordered box contains a search rule. The rule is set to 'OR' and is checked. It contains two nested groups, both marked with a red '1'. The first group is set to 'NOT' and contains a single rule: 'Document Type EQUALS Federal I-9'. The second group is set to 'AND' and contains two rules: 'Document Type EQUALS Federal I-9' and 'Expiration Date IS ON OR BEFORE 8/13/2018'. The interface includes various logical operators (NOT, AND, OR) and filter options (IS TRUE, IS ON OR BEFORE, EQUALS) as well as buttons for 'Show in results', 'RULE', and 'GROUP'.

1. First you add the rule denoting that you are looking for assigned employees.
2. Next you create a group and set it to OR because to audit the system you are looking for employees who do NOT have an I-9 OR employees who have an I-9 but it's expired.
3. Then you create 2 groups inside that OR group you created
  - o One group will have a single rule that is a NOT Document Type = Federal I-9 stating you want employees that do not have an I-9 on file
  - o The second group will have 2 rules stating you are looking for employees that have a Federal I-9 and the Expiration Date is on or before today's date so you see who has expired I-9s

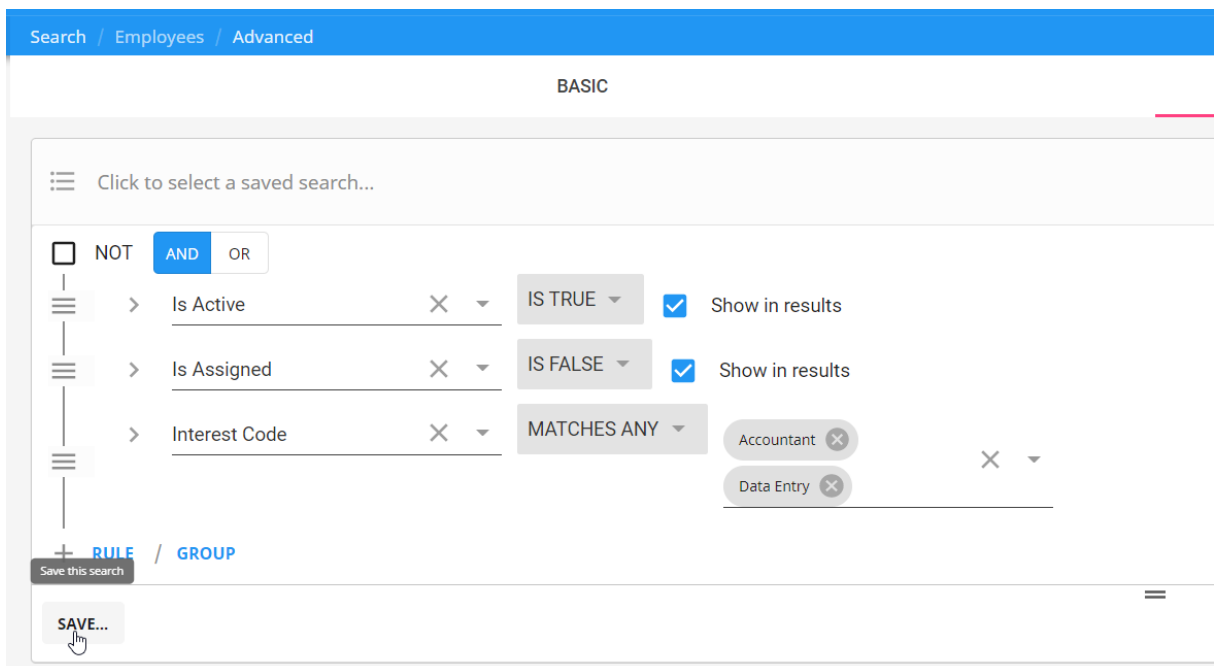
## Saving an Advanced Search

Once you have set up an advanced search the way you like it, you can save this search to save yourself time. It is important to note that saving a search does not save the results of a search but instead saves the rules and groups established for the search.

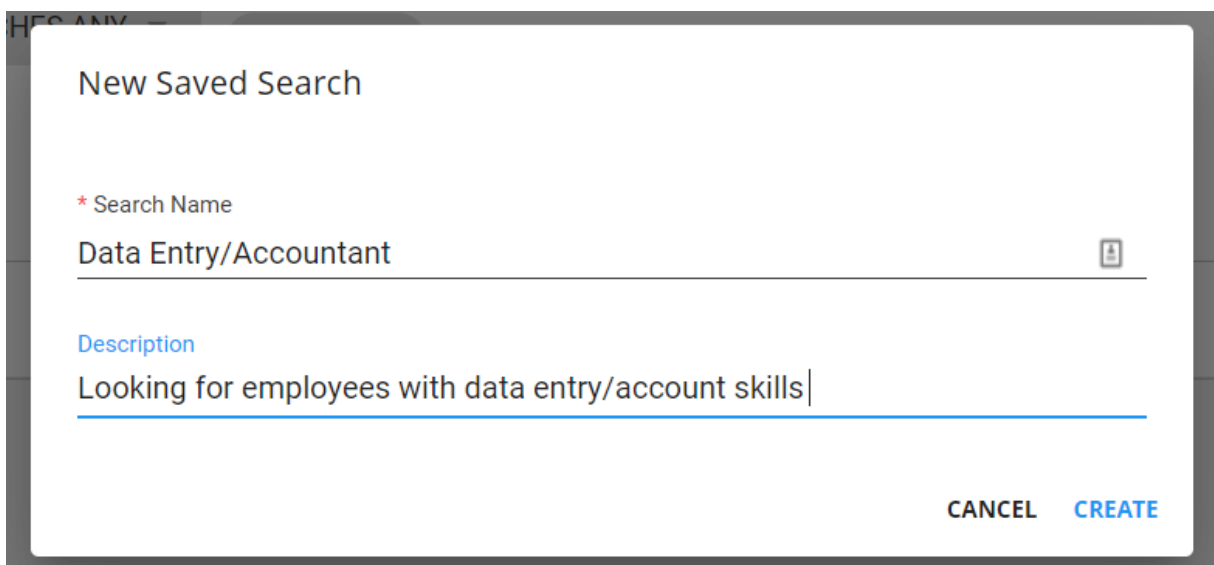
### To save an advanced search:

1. Create the search criteria exactly as you want it saved
2. Select the save button in the lower left



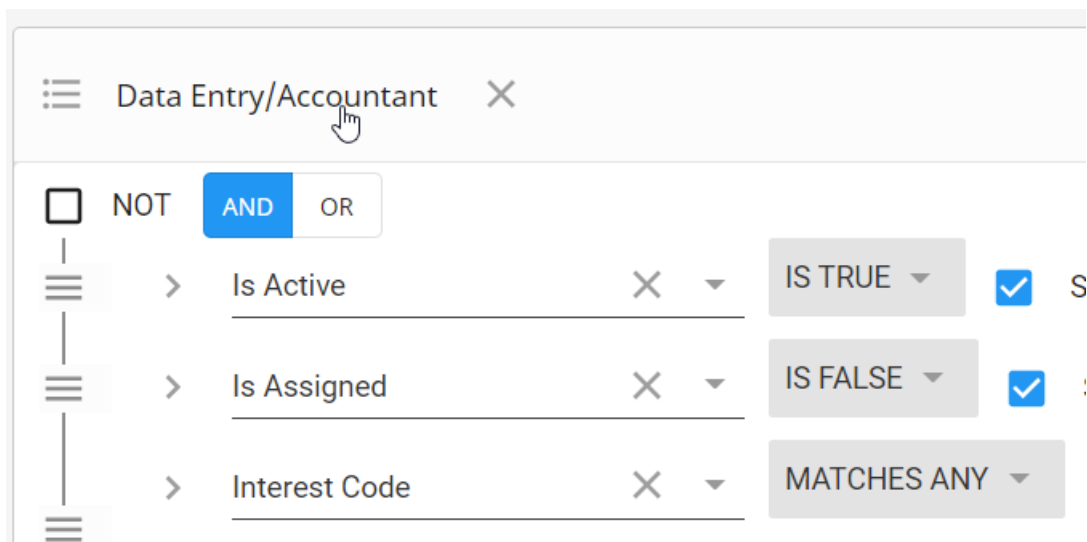


3. Enter a name for the search
4. Optionally, enter a description to help remind you what the search is used for:

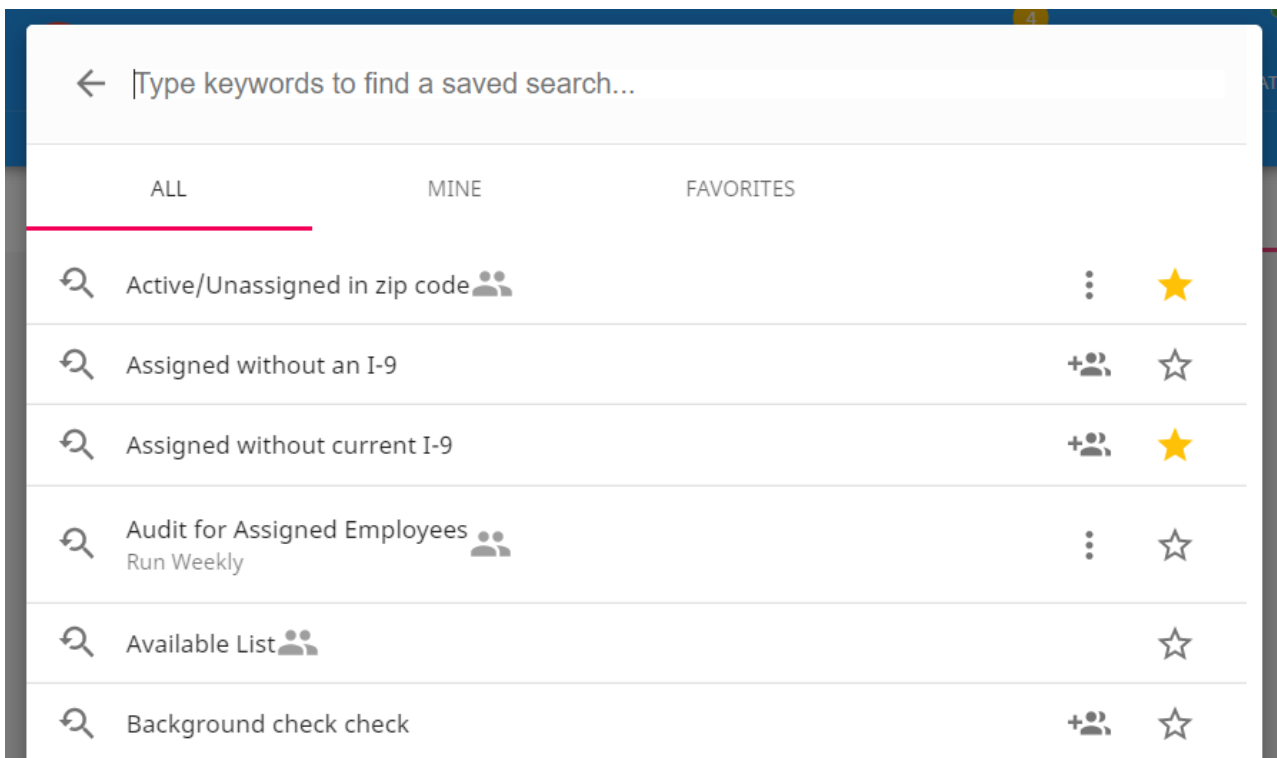


5. Select Create

To find a saved search, select the white bar at the top of the advanced search options:



You can search for a saved search by typing a name or scrolling through the list.



- Select the star icon to mark a search as a favorite. Favorite searches appear in the favorite tab.
- The Mine tab will limit your list to searches you have created.

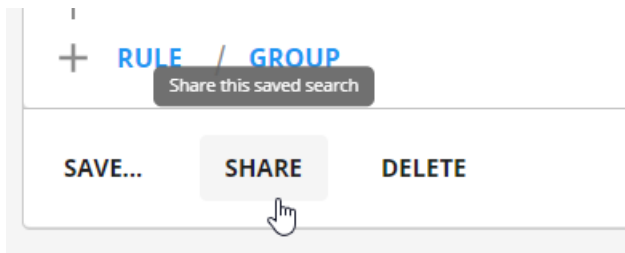
### Sharing an Advanced Search

By sharing an advanced search you are allowing other users to utilize one of your saved searches.

To share an advanced search:

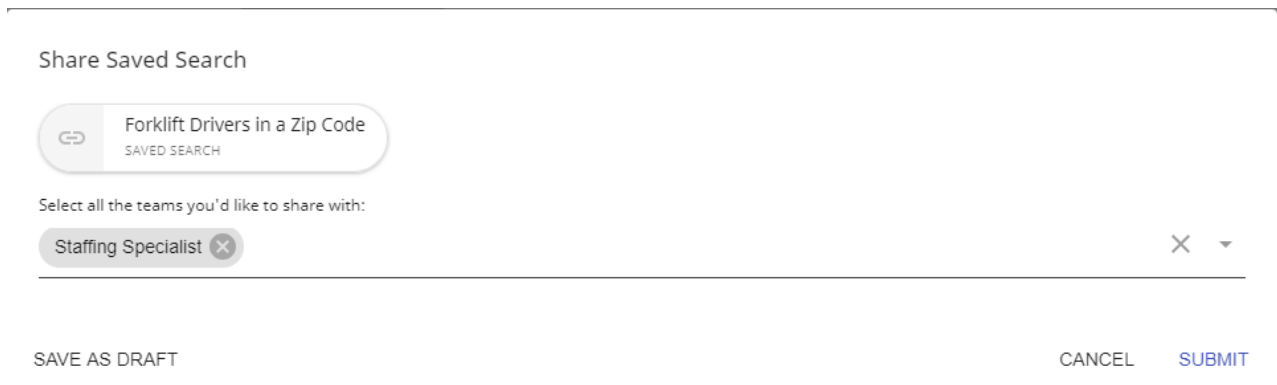
1. Select a saved search you want to share

2. Select the Share button in the lower left



3. Choose the Team you want to share with (teams are set up by your administrators)

4. Select Submit to share



A shared search can be identified by the share icon located next to the name of the search.



**\*Note\*** Teams must be set up by your administrators, check out [Beyond - Creating & Managing Service Rep Teams](#) for more information.

## Search Results

Once a search has been ran, regardless of whether it was a basic or advanced, the results will display below it.

BASIC

ADVANCED

☰ Active Ready to Work People ✕

☐ NOT **AND** OR

- ☐ > Is Active ✕ IS TRUE  Show in results ✕
- ☐ > Is Assigned ✕ IS FALSE  Show in results ✕
- ☐ > Washed Status ✕ EQUALS Familiar ✕ ✕
- ☐ Show in results
- ☐ > Hire Status ✕ EQUALS Eligible and Active ✕ ✕
- ☐ Show in results

+ RULE / GROUP

SAVE...

SHARE ▾

DELETE

RESET

SEARCH

Search returned 694 results

Hire Status, Is Active, Is Assigned, Washed Status



☐	Employee Id	Last Name ↑	First Name ↑	Branch	Phone
☐	4295003834	Abbott	Darrell	10 -Eval SE	
☐	12959	Abrams	Terri	10 -Eval SE	5742325400
☐	4295080856	Adams	Tracy	Minneapolis	
☐	4295083377	Aikman	Troy	Minneapolis	

### Organizing Search Results:

You can rearrange columns by holding and dragging the column header.

Right click to change which columns are shown:

<input type="checkbox"/>	Employee Id	Last Name ↑	Branch	Phone
<input checked="" type="checkbox"/>	4295003834	Abbott	10 -Eval SE	
<input type="checkbox"/>	12959	Abrams	10 -Eval SE	5742325400
<input type="checkbox"/>	4295080856	Adams	Minneapolis	
<input type="checkbox"/>	4295083377	Aikman	Minneapolis	
<input type="checkbox"/>	25927	Alaska	Labor Hall 101	
<input type="checkbox"/>	25930	Allen	Labor Hall 101	
<input type="checkbox"/>	4295080856	Adams	Minneapolis	

- Employee Id
- Last Name
- First Name
- Branch
- Phone
- Is Active
- Is Assigned
- Last Message

By selecting a column you can reorganize your results and order them alphabetically. The up arrow indicates the list is being sorted A-Z the down arrow indicates they are being displayed Z-A:

Employee Id	Last Name ↑
4295003834	Abbott
12959	Abrams

### Functionality with Search Results

You can click on the blue highlighted name or ID to be brought to the related record or, in some cases, you can select multiple search results for more functionality.

To select multiple search results, tap the square to the left of the result

<input type="checkbox"/>	Employee Id	Last Name ↑	First Name ↑
<input checked="" type="checkbox"/>	4295003834	Abbott	Darrell
<input type="checkbox"/>	12959	Abrams	Terri

To select all results, tap the square at the top of the results - this will select all records shown,

Search returned 694 results  
Hire Status, Is Active, Is Assigned, Washed Status

20 selected employees  [Select all 694 results?](#)

<input checked="" type="checkbox"/>	Employee Id	Last Name ↑	First Name ↑
<input checked="" type="checkbox"/>	4295003834	Abbott	Darrell
<input checked="" type="checkbox"/>	12959	Abrams	Terri
<input checked="" type="checkbox"/>	4295080856	Adams	Tracy
<input checked="" type="checkbox"/>	4295083377	Aikman	Troy
<input checked="" type="checkbox"/>	25927	Alaska	Joe
<input checked="" type="checkbox"/>	25930	Allen	Donna
<input checked="" type="checkbox"/>	4295080492	Anderson	Andrea

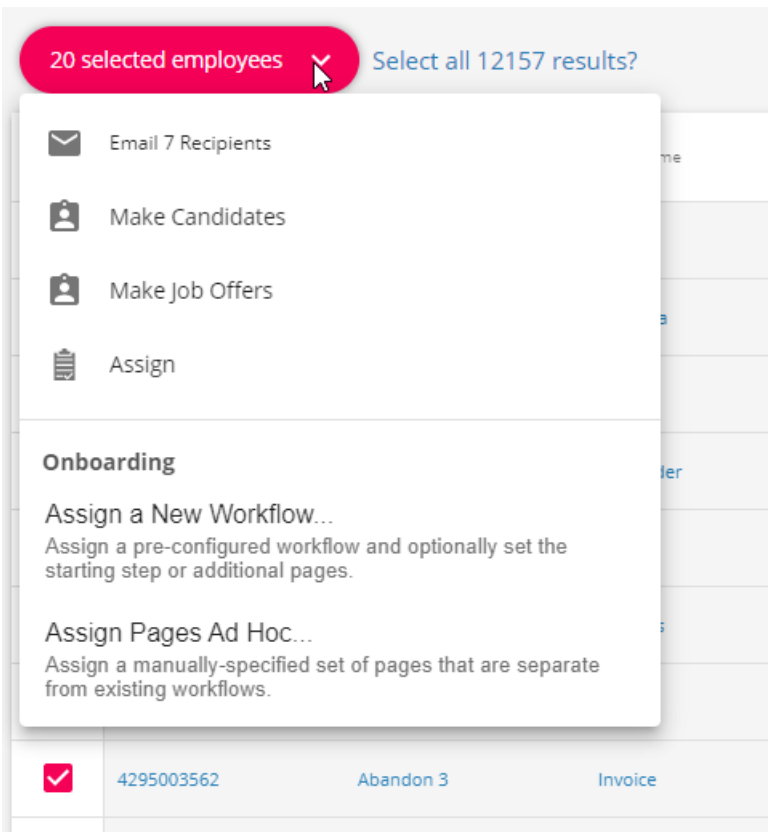
To select all results click the text above:

Search returned 694 results  
Hire Status, Is Active, Is Assigned, Washed Status

20 selected employees  [Select all 694 results?](#)

<input checked="" type="checkbox"/>	Employee Id	Last Name ↑	First Name ↑
<input checked="" type="checkbox"/>	4295003834	Abbott	Darrell
<input checked="" type="checkbox"/>	12959	Abrams	Terri
<input checked="" type="checkbox"/>	4295080856	Adams	Tracy
<input checked="" type="checkbox"/>	4295083377	Aikman	Troy
<input checked="" type="checkbox"/>	25927	Alaska	Joe

Select the Actions button to see a list of available actions



Check out this table for what actions you have available for each search:

Record Search	Additional Search Functionality
Employee Search	<ul style="list-style-type: none"> <li>• Email Recipients</li> <li>• Log Messages</li> <li>• Make Candidates (on last order viewed)</li> <li>• Make Job Offers (on last order viewed)</li> <li>• Assign (to last order viewed)</li> <li>• Merge Record</li> <li>• Onboarding:               <ul style="list-style-type: none"> <li>◦ Assign a New Workflow</li> <li>◦ Assign Pages Ad Hoc</li> </ul> </li> </ul>
Contact Search	<ul style="list-style-type: none"> <li>• Email Recipients</li> <li>• Log Messages</li> </ul>
Assignment Search	<ul style="list-style-type: none"> <li>• Email Recipients</li> <li>• Mass Update Rates</li> <li>• Mass Update Assignments</li> <li>• Assign A New Workflow</li> </ul>
Order Search	<ul style="list-style-type: none"> <li>• Mass Update Rates</li> </ul>

## Related Articles

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