

Building Blocks: Employee Advanced Searching

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Welcome to Beyond University!

New to Beyond University? Start Here: [Basics: How to Log In & Navigate in Beyond](#)

The Beyond University Orientation Series is meant for all Beyond users to get started in our system. In these lessons, you will learn how to log in and navigate as well as other important basic functionality that all users can benefit from.

Beyond Building Blocks: Employee Advanced Searching

Once you've covered basics searching, check out this video to walk through some advanced search examples for Employee records.

Watch the short video before taking the quiz below

Pop Quiz

Test Your Knowledge with the following quick quiz

Loading [Beyond Orientation - Employee Advanced Searching](#)

Congrats! You've finished this course!

Next Up

Now you're ready to start adding records into your system!

Next Course: [Building Blocks - Near Me Search](#)

Description: The Near Me search in Beyond is a useful tool allowing you to quickly search for customers, contacts and worksites in a specific area. This is especially helpful for sales teams when planning trips to meet prospects or current clients. This course provides an overview of the Near Me search, where to locate it in Beyond, when to use it and how to use the different filtering options.

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