

*Integrus G2*

*Searching for Staff*

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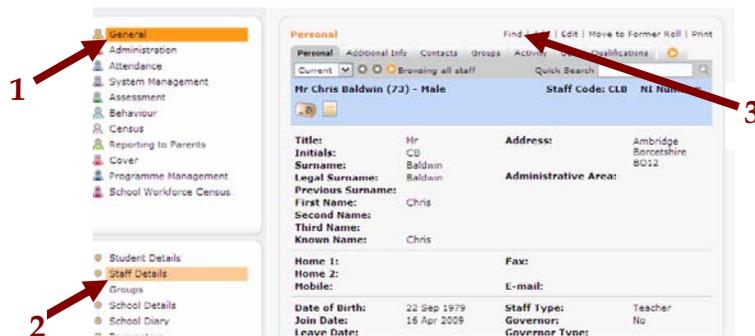
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## Find

Using the 'Find' feature, you can search for a member of staff using a variety of criteria.

Go to **General (1) > Staff Details (2) > Find (3)**



The following screen will appear, allowing you to filter staff who match various possible options selected throughout the available tabs. There is no limit to the number of fields that can be used to filter your search. Simply select from the drop-down lists, check boxes or type into the fields as appropriate, and then click **Find**.

The 'Staff Find - General Search' form contains the following fields and options:

- Surname/Ref No: [Text Field]
- Known Name: [Text Field]
- First Name: [Text Field]
- Legal Surname: [Text Field]
- Previous Surname: [Text Field]
- Contact Surname: [Text Field]
- NI Number: [Text Field]
- Teacher (GTC) No.: [Text Field]
- LEA Identifier: [Text Field]
- Date of Birth: [Text Field] and [Text Field]
- Staff Age: [Text Field] as [Text Field] at [Text Field]
- Join Date: [Text Field] to [Text Field]
- Leave Date: [Text Field] to [Text Field]
- SWF Census Category: [Drop-down Menu]
- Available to provide relief: [Text Field]
- Willing to undertake paid relief: [Text Field]
- Roll Status: [Drop-down Menu]
- Gender: [Drop-down Menu]
- Staff Code: [Text Field]
- Staff Type: [Drop-down Menu]
- Governor: [Drop-down Menu]
- Group Type: [Drop-down Menu]
- Group: [Drop-down Menu]
- Load Status: [Text Field]
- Show Inactive Parameters in drop-down lists: [Checkbox]
- Buttons: Find, Cancel

If the selected criteria match one record only, that record will now be displayed in the work area. Should the criteria match multiple records; a list of staff will now be displayed for you to choose from. Alternatively, select all and click **Find** again in order to display the listed records in a **Browse Set**.

## Quick Search

Go to **General (1)** > **Staff Details (2)** > and click in the **Quick Search (3)** box...



You can use the Quick Search to search by the following...

- **Surname** - either the Initial, partial or full surname.
- **Surname & First name** - again using either the Initials, partial or full names in the following format **Surname, First name**.

...and press enter.

If the name/initials match just one record, that record will be displayed in the work area automatically. If more than one record matches the search criteria, a list will be displayed for you to choose from. Alternatively, select all and click **Find** again in order to display the listed records in a **Browse Set**.