How to: Basic and Advanced Searches

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Searching: There are several search options available to search the system. They include: **Alphabetical Search** To search name, enter the name into the search box labeled â€œName Lookup,â€• (the name of the box will Â differ for Candidate, Â Company, and Recruiter specific searches) Â then click the â€œGoâ€• button. Â Â   **Basic Search** The Basic Search list is located to the left of the Candidate, Company and Recruiter lists. Â This can be configured to display various search criteria and should include searches that are most frequently used. Â Click on the criteria listed below the Basic Search column to quickly search the module file.   **Advanced Search** To conduct an advanced search, click on the â€œAdvanced Searchâ€• button. Click on the â€œ+â€• symbol to the left of each category and select/enter search criteria. Note: As the user selects the desired qualifiers from each search criteria, the number of matching candidates will show in the upper right-hand corner of the page. Once all of the criteria and qualifiers have been selected, click the â€œView Resultsâ€• button. Â Examples of available search criteria include keyword search, class year and citizenship status. Ask your GradLedaders Representative to make Advanced Search changes on your Admin Dashboard. **Clearing a Search**

When using search criteria to limit search results, the applied search criteria will be listed under "Current Search Criteria." To remove criteria or to start a new search, click on the "Clear Search" icon or click the red "X" icon next to the current criteria. Â

Saving a Search In order to save the search, Â click on the â€œSave Searchâ€• icon, name the search, click Save. Â To return to a Saved Search, click on the Â particular Â menu Â tab, Â click on the â€œSaved Searches & Agentsâ€• sub-menu, click on the binocular icon under the view matching column to see your search results. ***Outdated/Migrate***