

The Search Staff Report

The **Search** option, under the Staff menu, is a customizable report of your staff members. It allows you to search through all of your staff and find only those who meet your criteria.

- ★ Create a list of employees who have been with you for 5+ years for service awards.
 - ★ Find all staff with a specific certification.
 - ★ Generate a list of your staff with birthdays in the coming month and email them a birthday greeting.
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- ⌵ Select Search Criteria
 - ⌵ Define Instructors' Classes
 - ⌵ Choose Display Settings
 - ⌵ Work with Report Results
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Expand/Collapse
All