

Search for Staff Members

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.

**Expand/Collapse
All**

- ▢ [Select Search Criteria](#)
 - ▢ [Define Instructors' Classes](#)
 - ▢ [Choose Display Settings](#)
 - ▢ [Work with Report Results](#)
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