CUSTOMER SEARCH

Conduct a Customer search by last and first name. If no records are found, search by social security number (SSN). You should do a thorough search prior to creating a new customer record. Records created in the Self Service system do not contain a social security number.

Social Security numbers cannot be combined with other search criteria.

Quick Search allows you to search for up to **twenty** social security numbers.

All Tabs in Customer Search can be combined except **List Search.**

Search results are returned in alphabetical order with eligible veterans sorted at the top.

Alphabetical sort is case sensitive. The last names in **upper case** will be sorted ahead of the last names in **lower case**.

Education search provides the ability to search and retrieve a list of customers whose educational attainment is "at least" or "equal" to various levels of education.

Salary Search - Minimum and Maximum salary range will give you individuals that fall between the ranges. To search individuals for minimum salary use the maximum field. Searching for Customers with starting pay "from" $9.00 per hour returns all customers with starting pay equal to or greater than $9.00 per hour. Searching for Customers with starting pay "from" $9.00 "to" $10.00 returns all customer records with starting pay equal to or greater than $9.00 and less than or equal to $10.00.

Keyword search function in **Text Search Tab** can be used to search for specific text in the customers **Objective** and **Job Title** (Objective tab) and **Skills** (Skills tab).

Search yields of 5000 records or more but less than 1,000,000 will only provide a count of the results found and will not display the records. The resulted count will be displayed in the message pop up window.

Search yields of 1,000,000 or more records will display and error message stating that there were too many records found. Searches are limited to 1,000,000 records or less.