



WORKFORCE ONE

Using Quick Search



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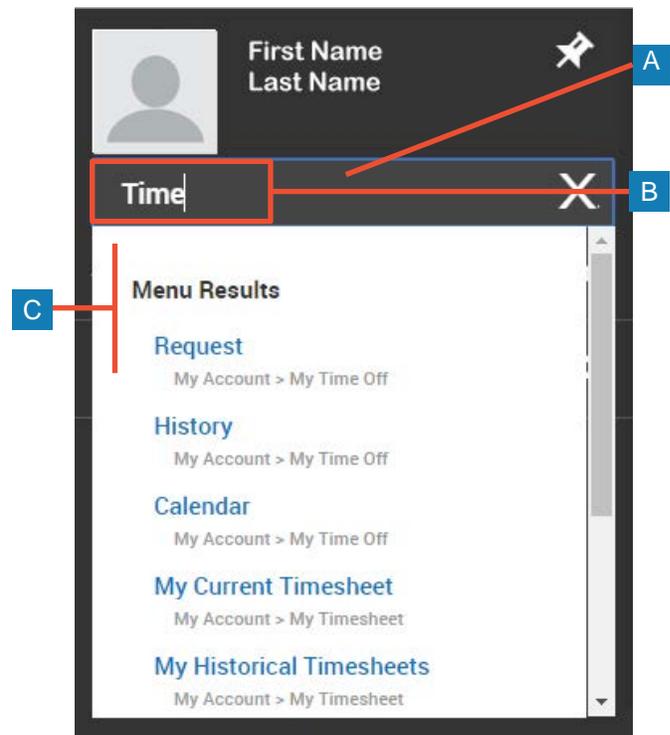
Use the Quick Search feature to search for items in the application using a key word search. This job aid describes the Quick Search steps.

Accessing Quick Search

- 1 Click **Show Menu**. 
- 2 Locate the search field.

Using Quick Search

- 1 Click in the **Search** text entry field.
 - 2 Type the search word(s).
 - 3 Scroll through the **Menu Results**.
 - 4 Click the desired topic link.
- Result:** You go to the application location of the item you selected, where you can perform tasks as usual.
- Note:** You can also search for employees' names or ID's.



A Search criteria entry field

B Menu Results

C Linked search results