

Searching for Staff Records

If you have authorization, you can search the system for staff members and view, edit, or delete their accounts. You can also request a password reset for staff members who have forgotten their passwords.

To locate a staff member's record:

1. From the **Staff Administration** menu, click **Search Staff**. The **Staff Members - Search and Manage** page opens.

Staff Members - Search and Manage
Use this page to locate and manage staff records.
Note: Search capabilities are defined by your authorized privileges.

To view a list of all staff records, click the **Search** button. To narrow your search, enter information in the identifying information fields and/or select criteria from the drop-down lists. Click the **Only Deleted Staff Members** check box to locate records that have been removed from the organization list. When you locate a record in the list, locate the staff member's record.

To edit the record, click the **Edit** icon.
To remove a record from the list, click the **Delete** icon. To add a deleted record to the list, click the **Restore** icon.
To send a password via e-mail to the staff member, click the **Send Password** icon.
To clear the search results, click the **Clear** button.

First Name: **Last Name:**
Hierarchy Level: **Organization Member:**
Authorized Privileges:

Only Deleted Staff Members

Search **Clear**

2. Set up search parameters as follows:
 - Narrow your search for a staff member by typing information in the name fields or selecting a filter from one of the drop-down fields.
 - Click the **Only Deleted Staff Members** check box to locate records that have been removed from the organization list.
 - To view a list of all staff records, leave all search parameters blank.
3. Click the **Search** button. Results appear on the lower part of the page.

First Name: **Last Name:**
Hierarchy Level: **Organization Member:**
Authorized Privileges:
 Only Deleted Staff Members

Search Results:

Action Icons: Edit:  Delete:  Undelete:  Send Password: 

Last Name	First Name	Hierarchy Level	Phone	Actions
Baker	Elise	Team		 
Brown	Charlie	State		 
Culley	Rita	State		  
Dailey	Kathy	State		 
Davis	Ann	Team		  
Frett	Tori	State		  
Mabie	Van	State		 

4. Locate the staff record from the list. If necessary, reset your parameters and re-run the search to find a staff member's record.