



Searching in CURA

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Searching

mindSCOPE CURA allows easy searching for candidates, clients or job orders in the database. There are three (3) ways to perform a search:

- Quick Search
- Basic Search
- Advanced Search

The searching process is the same in all three modules. In this manual, the candidate module will be used as an example. To execute the same search methods in the Client or Job Order Module, simply enter those modules at the start, and follow the same process.

Quick Look-up Search


CURA has an application-wide preference which can be configured in one of two ways to specify how the Quick Look-up Search field will function, specifically within the Candidate module. Administrators can set this preference to allow users to use the Quick Look-up Search field as a Last Name search, whereby entering a last name, or beginning portion of a last name, will result in a list of matching candidates. Alternatively, the Quick Look-up Search can be configured as a Keyword search, allowing you all the functionality which is available in a Boolean Search.

The Client module Quick Look-up Search will always be a Client Name search, and the Job Order module will always allow you to search either by the Client Name or the Position Title.

Option 1: By Last Name

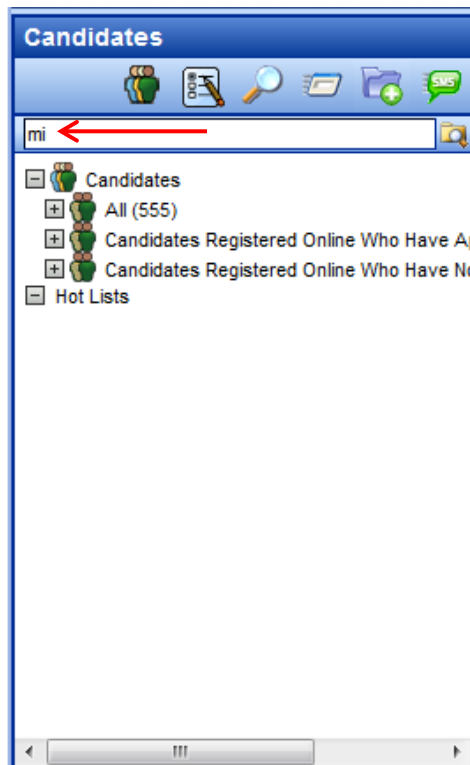
1. Click on **Candidates** from the Modules Section to go to the candidate module.



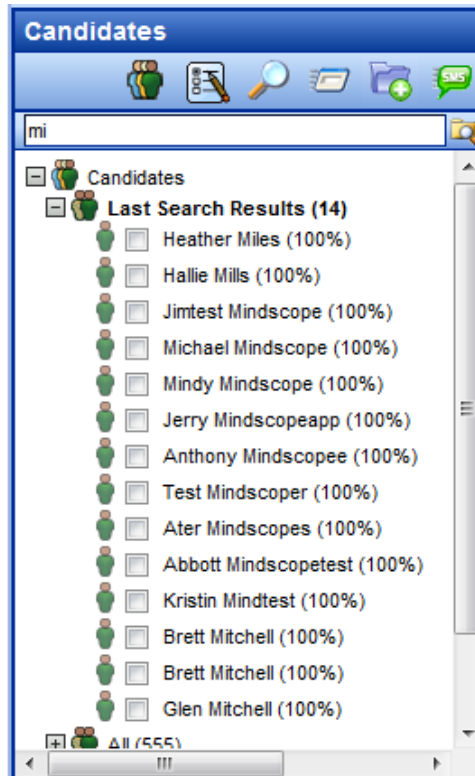
2. Enter the candidate's last name in the text box on top of the Search Results List Section. Click on the **Search Icon**  to run the search.

? Did you know?

You do not have to enter the full last name of the candidate; you can also enter just the first letter or first few letters in the candidate's last name.



3. The Search Results will appear in a list called **Last Search Results**. The number enclosed in parenthesis beside Last Search Results is the number of records that match your search criteria. The percentage enclosed in parenthesis beside a candidate's name is the percentage of how much the record matched your search criteria.

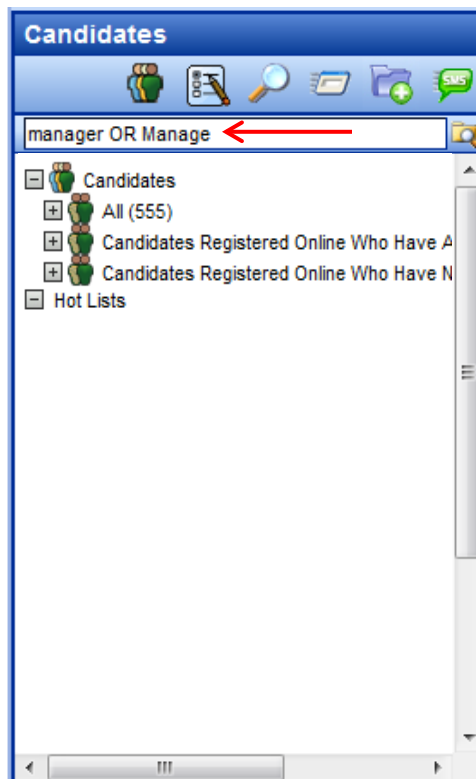


Option 2: Keywords

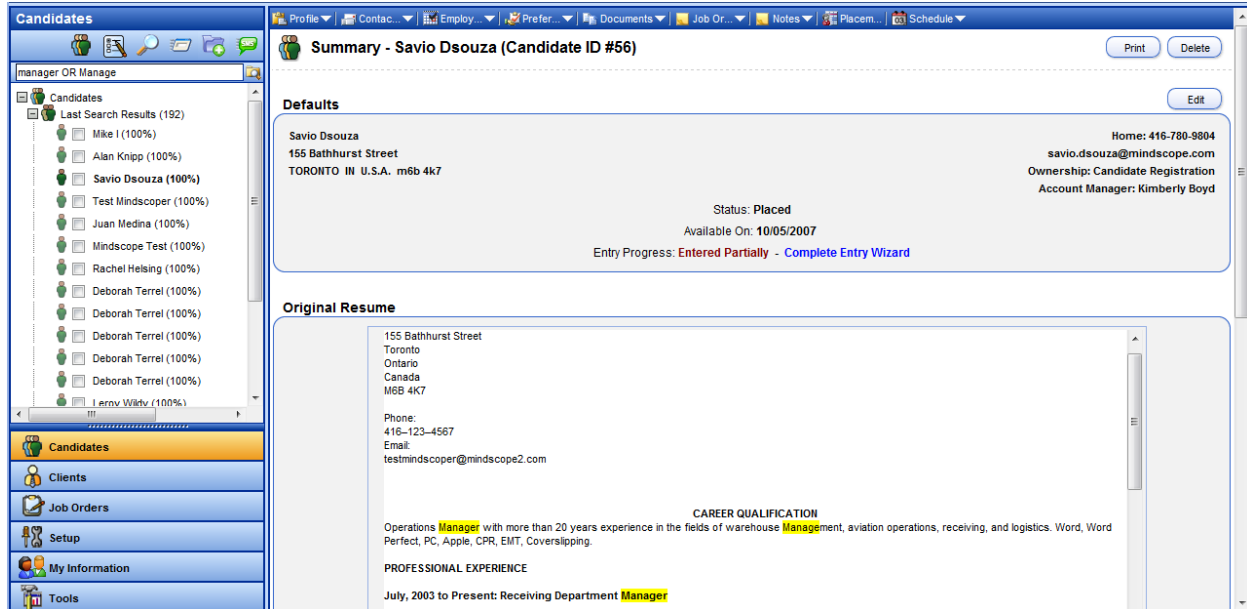
The Quick Look-up field can be configured by your System Administrator to instead allow you to run resume keyword searches. The search results can be configured to be displayed either by the keyword match, which includes the percentage of search validity in brackets, or alphabetically by candidate last name.

The keyword search is a Boolean search which means you can combine keywords and phrases into search statements using logical Boolean operators such as **AND**, **OR**, and **AND NOT**. For detailed instructions on Boolean searches, refer to the Advanced Search section of the manual.

1. Enter the search criteria for your keyword search in the Quick Look-up field.



- When you select a record to view from the resulting candidate list, you may notice that your search criteria are highlighted on the candidate's original resume.



The screenshot displays the 'Candidates' module in the mindSCOPE CURA software. On the left, a sidebar shows a list of candidates under 'Last Search Results (192)', including Mike I (100%), Alan Knipp (100%), Savio Dsouza (100%), Test Mindscopec (100%), Juan Medina (100%), Mindscope Test (100%), Rachel Helsing (100%), Deborah Terrel (100%), and Deborah Terrel (100%). The main area shows the 'Summary - Savio Dsouza (Candidate ID #56)' profile. The 'Defaults' section includes contact information: Savio Dsouza, 155 Bathurst Street, TORONTO IN U.S.A. m6b 4k7, Home: 416-780-9804, savio.dsouza@mindscope.com, and Ownership: Candidate Registration Account Manager: Kimberly Boyd. The status is 'Placed' and 'Available On: 10/05/2007'. The 'Original Resume' section shows the same contact information and highlights the 'Manager' title in the 'CAREER QUALIFICATION' and 'PROFESSIONAL EXPERIENCE' sections.

Did you know?

The Quick Look-up field in the Client Module allows you to search for by Client Name.

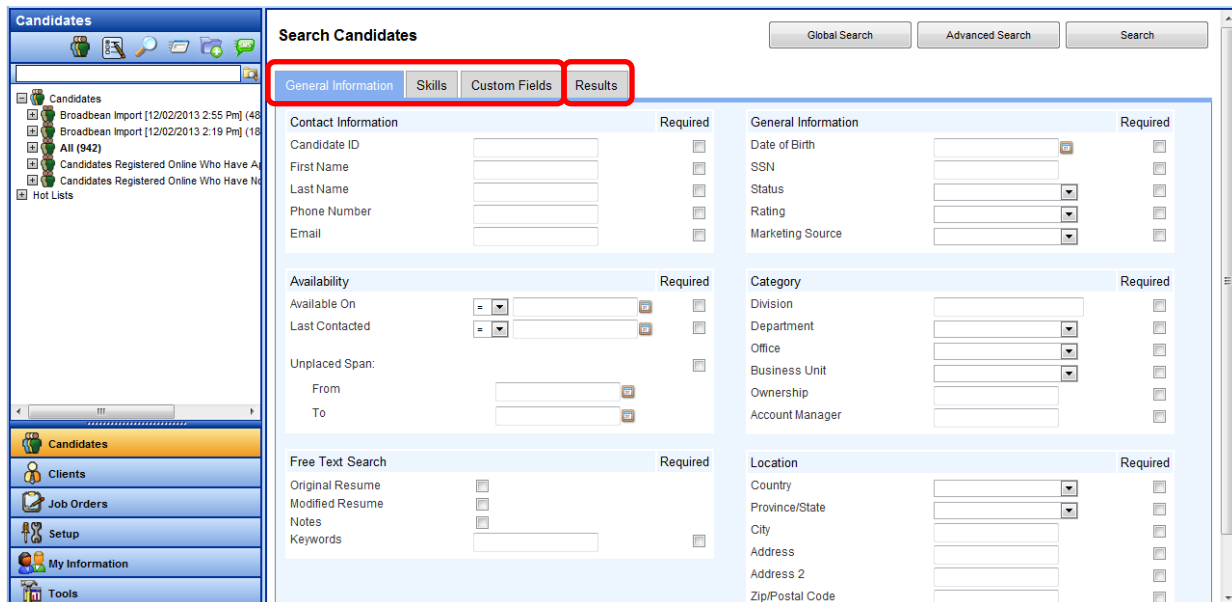
The Quick Look-up field in the Job Order Module allows you to search by either Client Name or Job Order Title.

Basic Search

1. Click on the **Search Icon** on top of the Candidate List.



The **Basic Search Window** will display in the main pane and is divided into tabs which can be used in combination to run a search. Specify your search criteria and mark the check box beside the field if it is must-have criteria. A search criterion is considered nice-to-have if the check box under the must-have column is left unchecked.

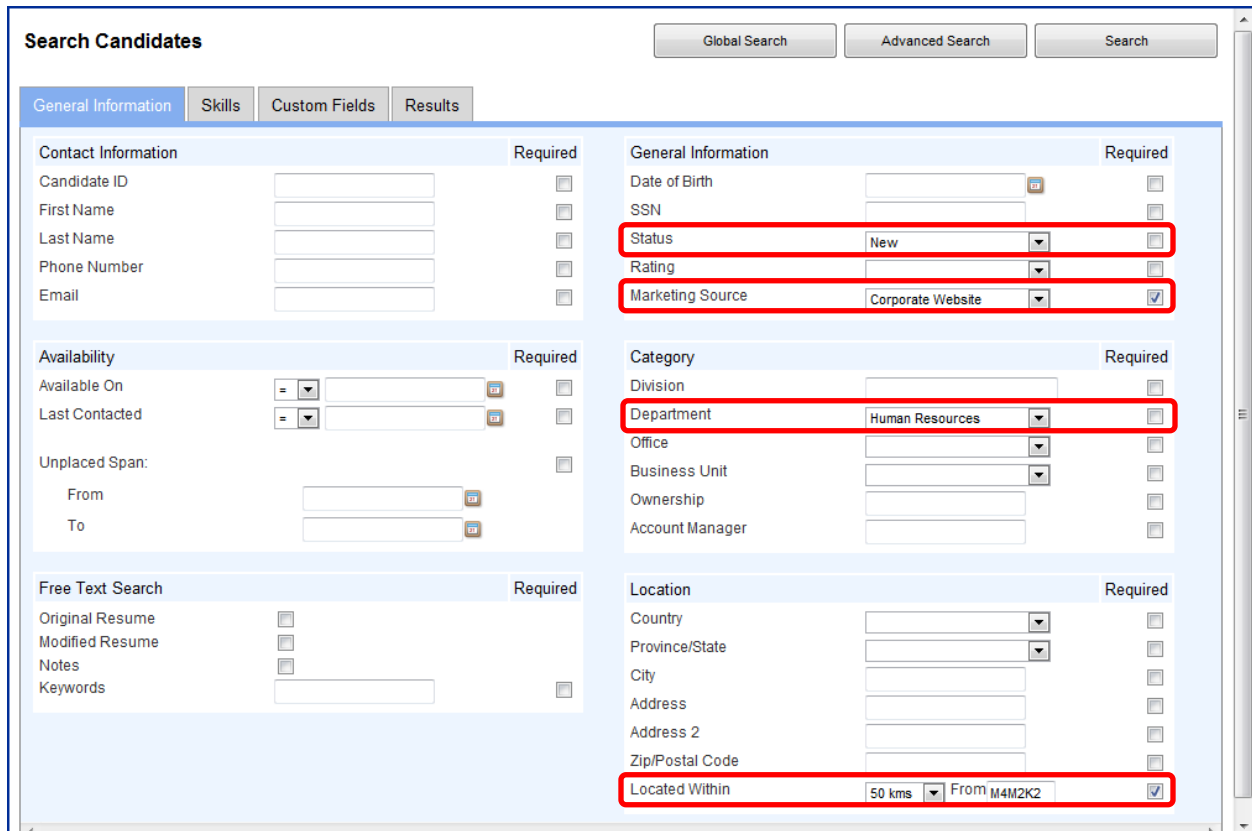



Please Note:

At least one “must-have” criterion is required to perform a search.

General Information tab

Use the General Information search tab to search by Contact Information, default Profile fields, address Location fields, Availability and/or keywords using the Free Text search fields.



Search Candidates

Global Search Advanced Search Search

General Information Skills Custom Fields Results

Contact Information		Required	General Information		Required
Candidate ID	<input type="text"/>	<input type="checkbox"/>	Date of Birth	<input type="text"/>	<input type="checkbox"/>
First Name	<input type="text"/>	<input type="checkbox"/>	SSN	<input type="text"/>	<input type="checkbox"/>
Last Name	<input type="text"/>	<input type="checkbox"/>	Status	New	<input checked="" type="checkbox"/>
Phone Number	<input type="text"/>	<input type="checkbox"/>	Rating	<input type="text"/>	<input type="checkbox"/>
Email	<input type="text"/>	<input type="checkbox"/>	Marketing Source	Corporate Website	<input checked="" type="checkbox"/>

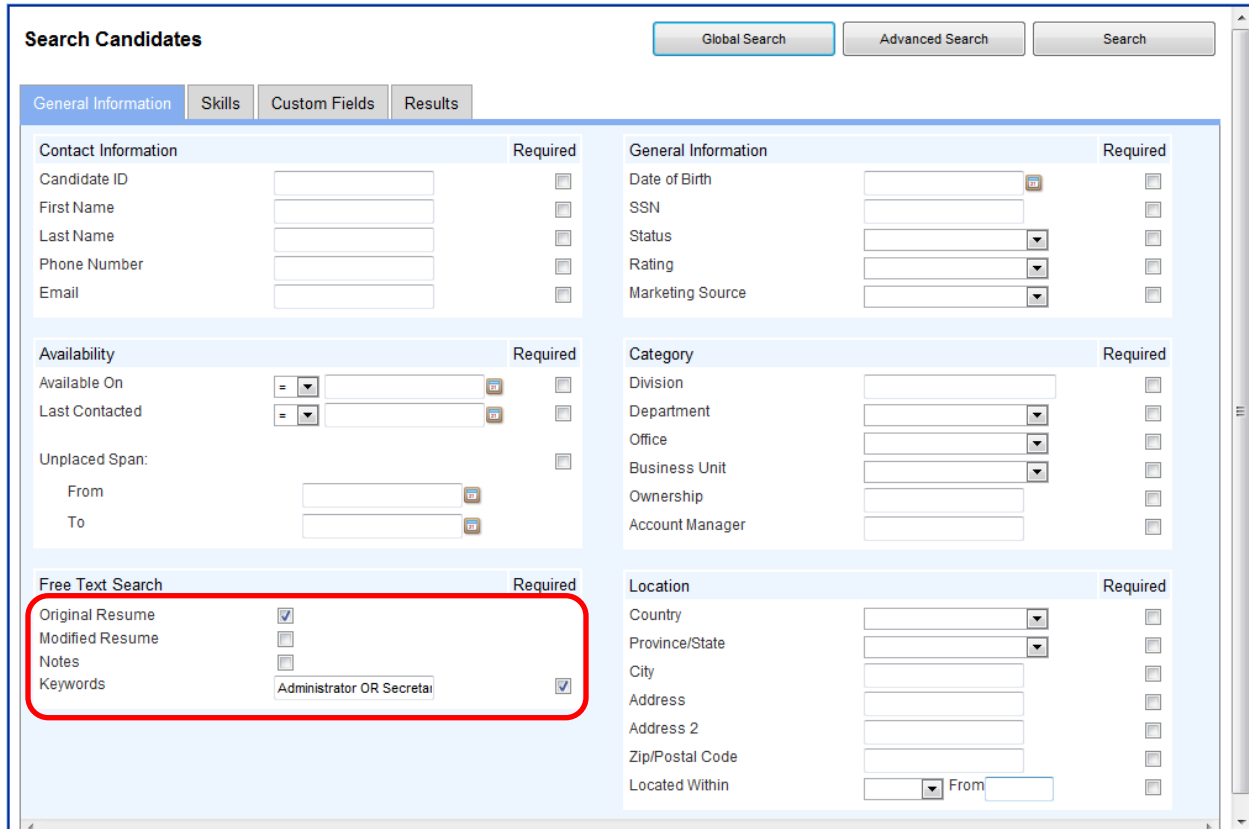
Availability		Required	Category		Required
Available On	= <input type="text"/>	<input type="checkbox"/>	Division	<input type="text"/>	<input type="checkbox"/>
Last Contacted	= <input type="text"/>	<input type="checkbox"/>	Department	Human Resources	<input checked="" type="checkbox"/>
Unplaced Span:		<input type="checkbox"/>	Office	<input type="text"/>	<input type="checkbox"/>
From	<input type="text"/>		Business Unit	<input type="text"/>	<input type="checkbox"/>
To	<input type="text"/>		Ownership	<input type="text"/>	<input type="checkbox"/>
			Account Manager	<input type="text"/>	<input type="checkbox"/>

Free Text Search		Required	Location		Required
Original Resume	<input type="checkbox"/>		Country	<input type="text"/>	<input type="checkbox"/>
Modified Resume	<input type="checkbox"/>		Province/State	<input type="text"/>	<input type="checkbox"/>
Notes	<input type="checkbox"/>		City	<input type="text"/>	<input type="checkbox"/>
Keywords	<input type="text"/>	<input type="checkbox"/>	Address	<input type="text"/>	<input type="checkbox"/>
			Address 2	<input type="text"/>	<input type="checkbox"/>
			Zip/Postal Code	<input type="text"/>	<input type="checkbox"/>
			Located Within	50 kms From M4M2K2	<input checked="" type="checkbox"/>

? Did you know?

The **Located Within** radius search will default to either miles or kilometers based on your company's address.

1. To perform a keyword search within a candidate's original resume, modified resume or notes mark the check box beside the corresponding box (for example, mark the check box beside Original Resume to search within a candidate's original resume) and enter the keyword in the text box.



Search Candidates

Global Search Advanced Search Search

General Information Skills Custom Fields Results

Contact Information		Required	General Information		Required
Candidate ID	<input type="text"/>	<input type="checkbox"/>	Date of Birth	<input type="text"/>	<input type="checkbox"/>
First Name	<input type="text"/>	<input type="checkbox"/>	SSN	<input type="text"/>	<input type="checkbox"/>
Last Name	<input type="text"/>	<input type="checkbox"/>	Status	<input type="text"/>	<input type="checkbox"/>
Phone Number	<input type="text"/>	<input type="checkbox"/>	Rating	<input type="text"/>	<input type="checkbox"/>
Email	<input type="text"/>	<input type="checkbox"/>	Marketing Source	<input type="text"/>	<input type="checkbox"/>

Availability		Required	Category		Required
Available On	<input type="text"/>	<input type="checkbox"/>	Division	<input type="text"/>	<input type="checkbox"/>
Last Contacted	<input type="text"/>	<input type="checkbox"/>	Department	<input type="text"/>	<input type="checkbox"/>
Unplaced Span:		<input type="checkbox"/>	Office	<input type="text"/>	<input type="checkbox"/>
From	<input type="text"/>		Business Unit	<input type="text"/>	<input type="checkbox"/>
To	<input type="text"/>		Ownership	<input type="text"/>	<input type="checkbox"/>
			Account Manager	<input type="text"/>	<input type="checkbox"/>

Free Text Search		Required	Location		Required
Original Resume	<input checked="" type="checkbox"/>		Country	<input type="text"/>	<input type="checkbox"/>
Modified Resume	<input type="checkbox"/>		Province/State	<input type="text"/>	<input type="checkbox"/>
Notes	<input type="checkbox"/>		City	<input type="text"/>	<input type="checkbox"/>
Keywords	<input type="text" value="Administrator OR Secreta"/>	<input checked="" type="checkbox"/>	Address	<input type="text"/>	<input type="checkbox"/>
			Address 2	<input type="text"/>	<input type="checkbox"/>
			Zip/Postal Code	<input type="text"/>	<input type="checkbox"/>
			Located Within	<input type="text"/>	<input type="checkbox"/>

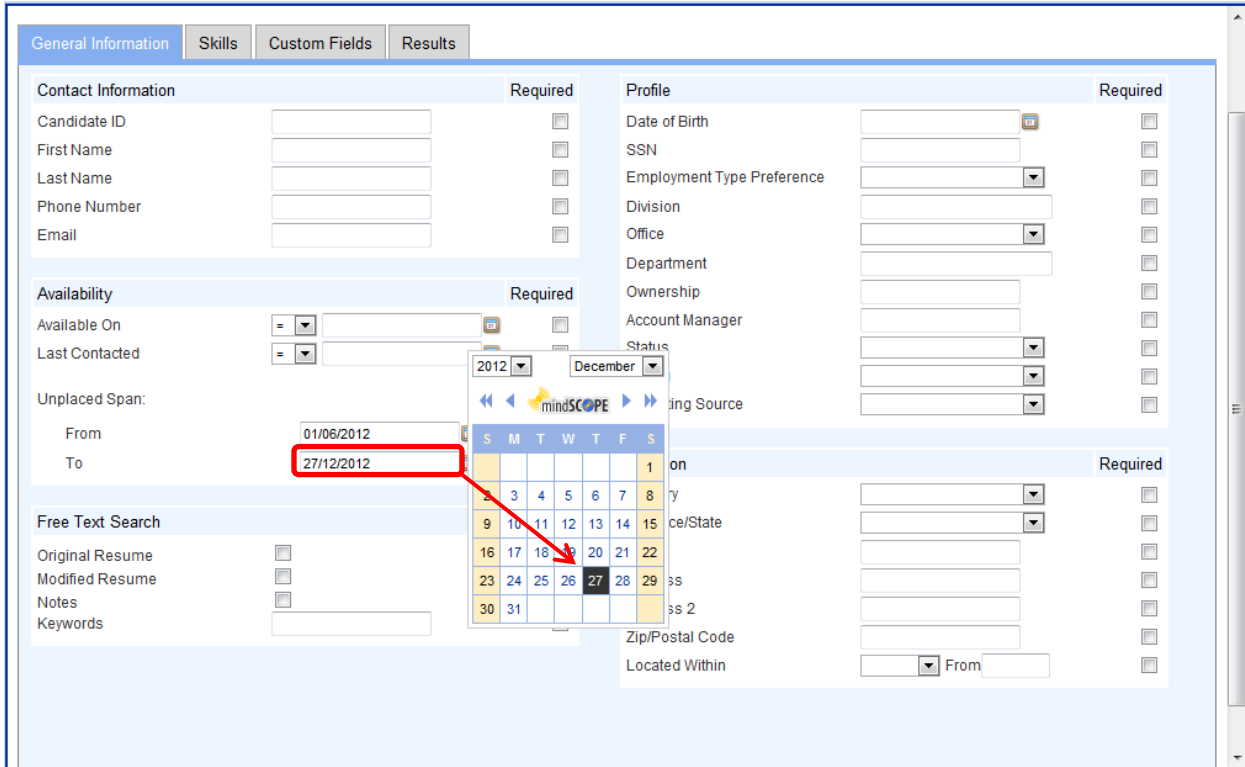


Please Note:


You may use quotations to group two words together for your search. Rather than searching for Project Manager, which will result in Candidates who have Project and/or Manager on their record, by using the quotations, the system knows to search for Project Manager in combination specifically.

For more information on Boolean Searching, see page 18.

- To search for Candidates who are not placed within a specific time frame, you may use the **Unplaced Span** section of the General Information tab within your Basic Search to find those candidates within a specific date range.



The screenshot displays the 'General Information' tab of the search interface. The 'Unplaced Span' section is highlighted, showing a date range from '01/06/2012' to '27/12/2012'. A calendar pop-up is visible, showing the month of December 2012, with the date '27' selected. The interface includes various search filters and checkboxes for different criteria.

Use the Must-Have checkbox to activate the use of this feature when not using additional criteria, and then use the  icon to select your date range by selecting the year and month from the drop down menus and then selecting a day of the month.

Did you know?

The Unplaced Span search option is also available in the **Candidate Match Basic Search** window of the Job Order record.

Skills tab

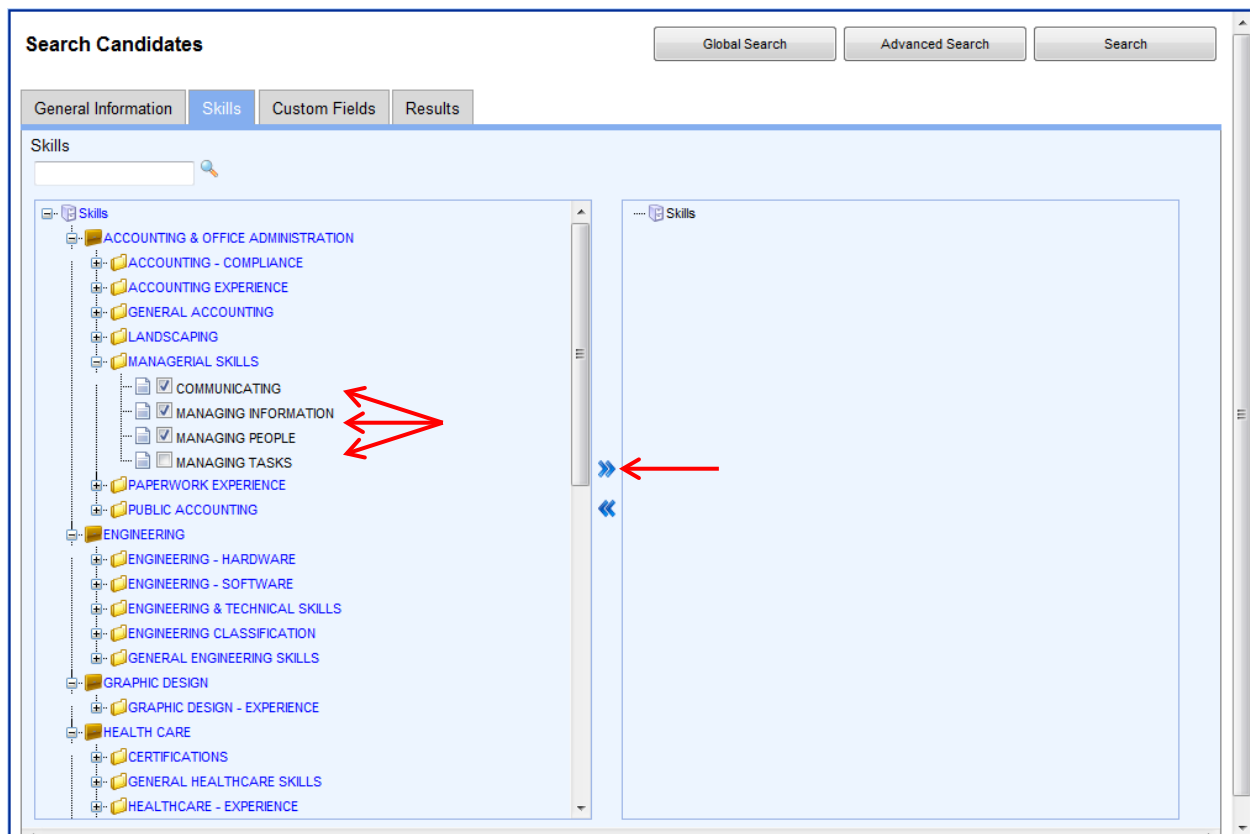
To search for candidates based on skills, select the **Skills** tab from the top of your search menu. The Skills table offers two possible methods for adding skills to your criteria list.

1. You can expand on the skill set and then category by clicking on the corresponding plus sign. From here you can select the desired skills by placing a check mark in the box for the skill code.

Click on the **»** to add the skills to the search pane to the right of the company wide skills table.


? Did you know?

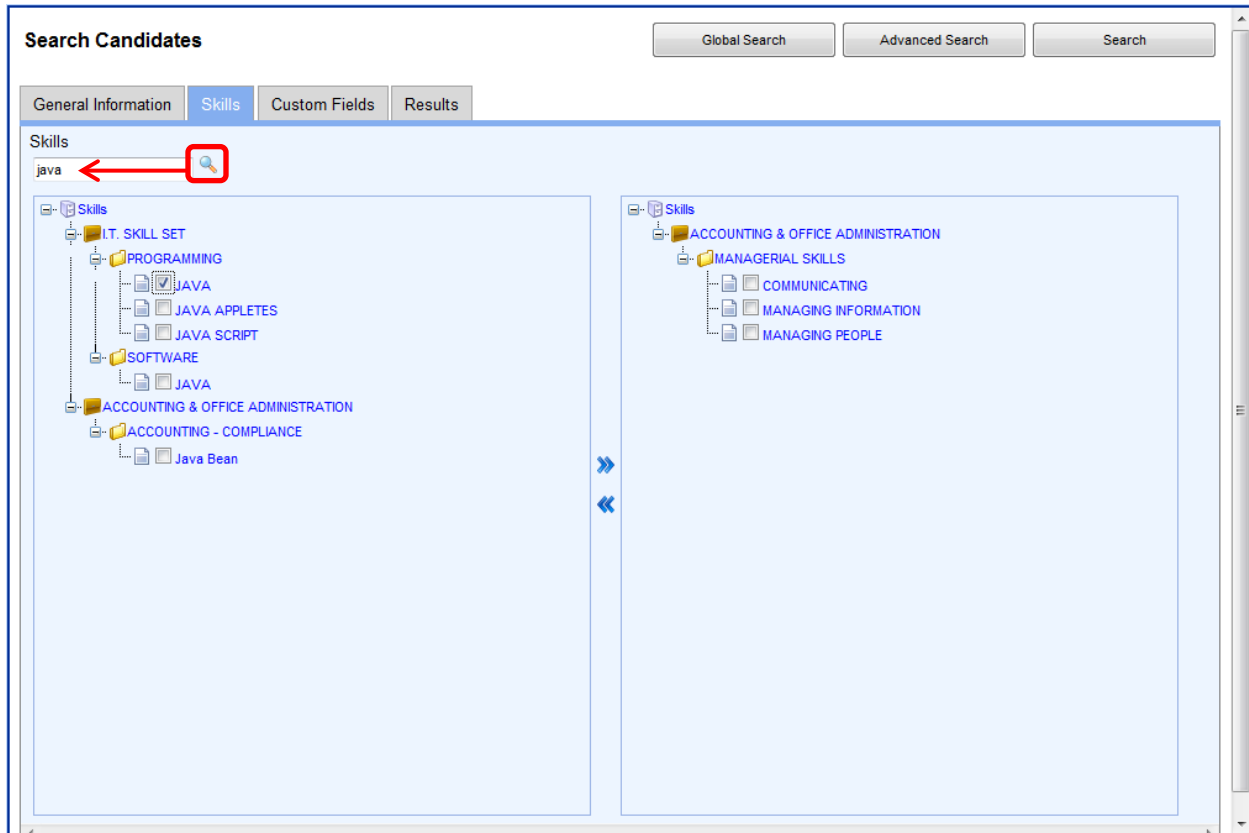
When you expand on a skill category all available skills within that category appear in alphabetical order. To select multiple skills from the same category simply scroll down the list and check the desired skills.



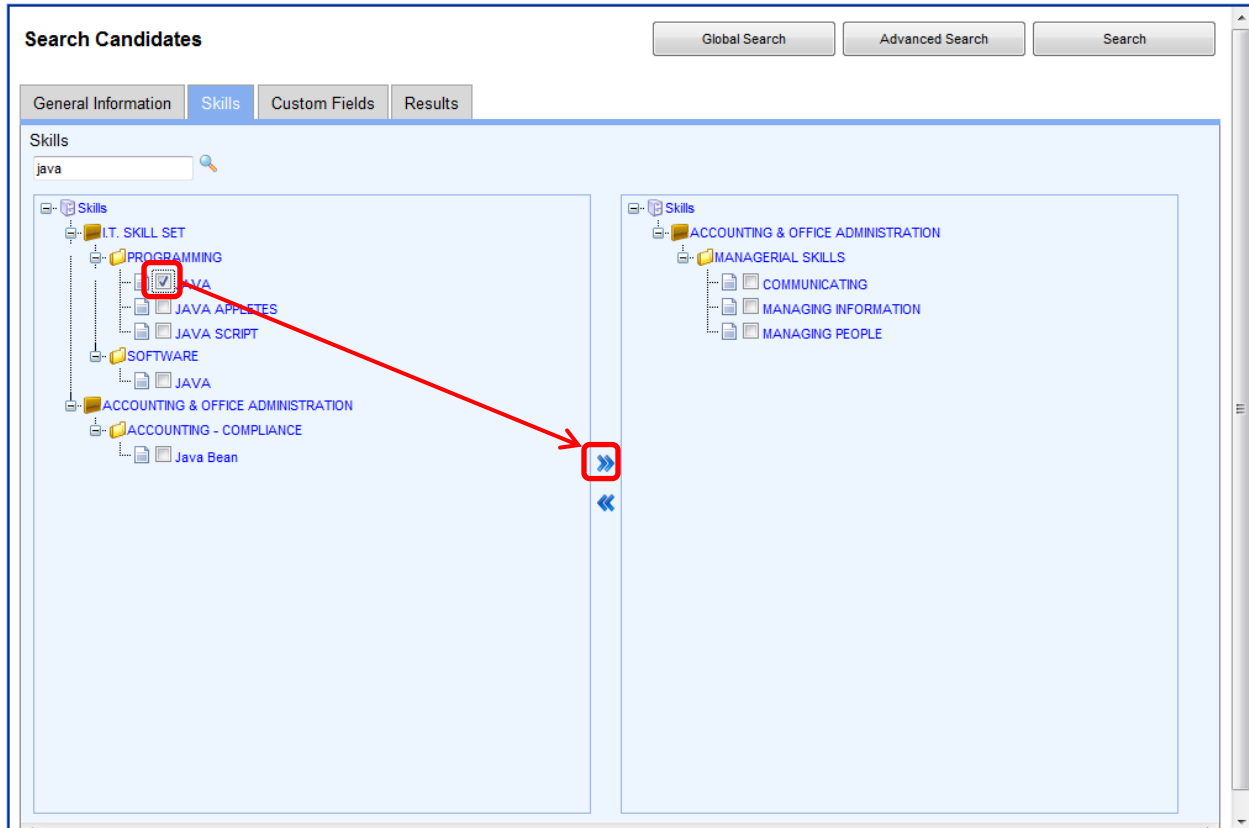
Please Note:

- To remove a skill code from the search, simply place a check mark in the code you wish to remove from the list of compiled skills in the right pane and click the **«** icon.
- If you place a check mark in the skill code, rather than using the **«** icon, it will allow you to define the skill as a **must-have** criterion.


2. Your second option for selecting skills to search on is by running a keyword search through the company wide skills pane. Type in the skill you would like to select from the skills list and click on the  icon.



- You may select your skills from the list provided by placing a check mark in the corresponding box and click on the **»** to add skill to the search pane to the right.

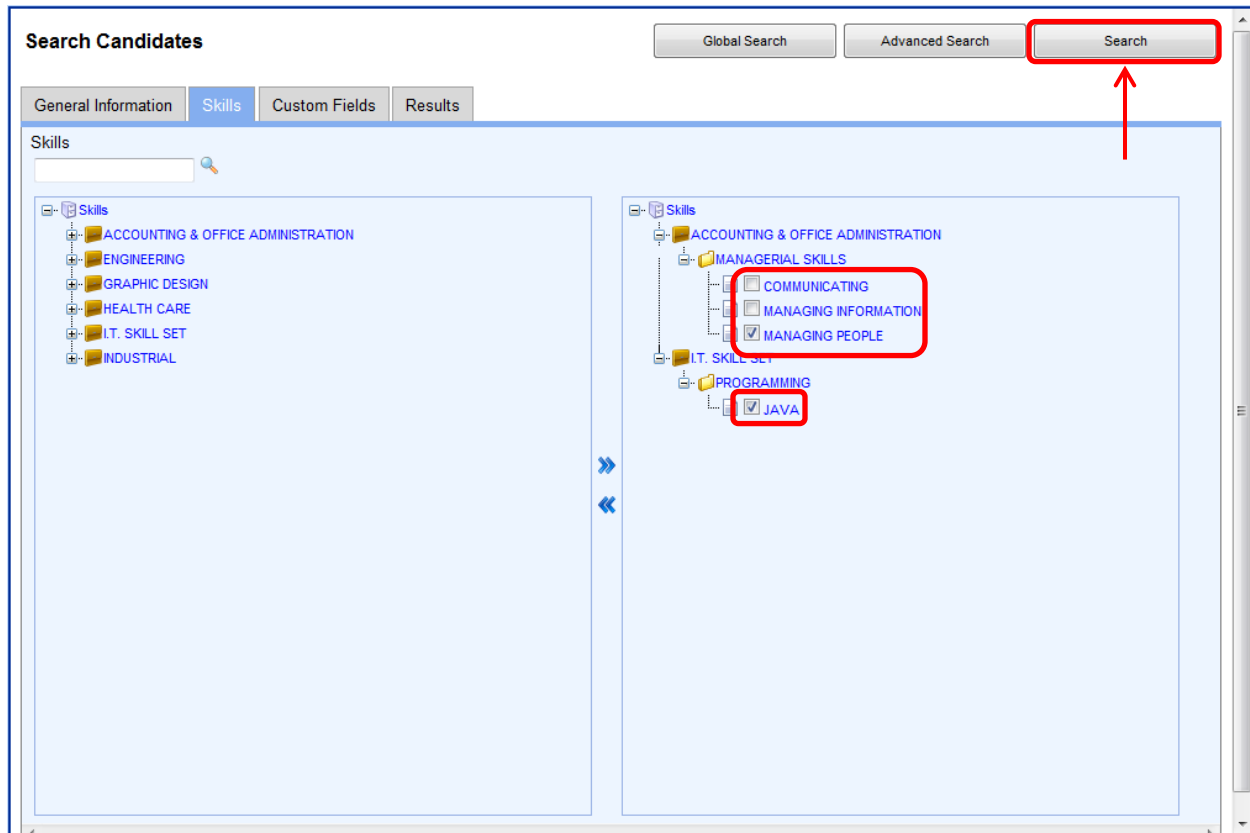


Did you know?


To return to your companywide skills list simply make certain the skills search window is blank and click on the  icon.

4. Mark the check box beside a skill to specify that it is a must-have search criterion. Leave it unmarked if it is a nice-to-have search criterion.

Click search when you are ready to run the search.



Did you know?

You may also use the Skill Checkboxes to remove a skill from your search criteria by using the .



Please Note:

The Search Results will appear in a list called **Last Search Results**. The number enclosed in parenthesis beside Last Search Results is the number of records that match your search criteria. The percentage enclosed in parenthesis beside a candidate's name is the percentage of how much the record matched your search criteria.

For example, if you run a search where **Canada** is a must-have criterion, while the **Ontario**, is a nice-to-have criterion, your resulting candidates will have a percentage of 100% and thus be listed at the top of the list if they have Canada AND Ontario in their address fields. If the Candidates have Canada in the country field, but a Province other than Ontario, they will be at the end of the list with a percentage of 50%. Candidates within the same resulting percentage are listed alphabetically.

Custom Fields tab

You may use the Custom Fields tab of the search screen to specify criteria for your preconfigured Custom Fields.

Search Candidates

Global SearchAdvanced SearchSearch

General InformationSkillsCustom FieldsResults

Candidate Custom Fields

Required

Willing to relocate

Yes

☐

Owns a Vehicle

☒

☒

Date of Expiry

=

☐

Home Airport

☐

Shirt Size

Small

☐

Gender

Female

☒

Citizenship

Permanent Resident

☒

Clearance Level

Low

☐

Clearance Verified

☒

☒

Choice Company #1

☐

Choice Company #2

☐

Choice Company #3

☐

Hot Button #1

☐

Hot Button #2

☐

Hot Button #3

☐

E-Verification

☐

☐

Candidate Custom Field 18

☐

Candidate Custom Field 19

☐

Candidate Custom Field 20

☐

Results tab

Once you have completed entering your search criteria and have selected the **Search** button, located in the upper right corner of your search screen, your search results will be displayed in the final tab. The results will be displayed by percentage of how closely the candidate matches your search, and for all candidates who have the same resulting percentage, they will be displayed alphabetically.

Once in the results tab, if you wish to modify your search criteria, you may simply select any of the other search tabs to make your modifications.

Search Candidates

Global Search

Advanced Search

Search

General Information

Skills

Custom Fields

Results

Division : --Not Specified--

Department : --Not Specified--

Office : --Not Specified--

Owner : --Not Specified--

1

Total Records : Rows/Page : 100

Sort By : Name

Selected Candidates : --Action--

	Name	Status	Marketing Source	Source Name	Division	Department	Phone	Email
<input type="checkbox"/>	Mark Aaron	Available	Corporate Website				(416) 345-6809	tom.kim@mindscope.com
<input type="checkbox"/>	Luay Abada	Placed	Career Builder		Accounting		(416) 898-8569	luay@hotmail.com
<input type="checkbox"/>	Patty Abbey	Booked For Interview And Testing					(415) 123-4567	pattyabbey@email.com
<input type="checkbox"/>	Kris Abbott	Placed					(647) 656-7890	kriskris616@hotmail.com
<input type="checkbox"/>	Erika Abernathy	Placed	Career Builder				(905) 712-9852	emabernathy@email.com
<input type="checkbox"/>	S Abernathy	Available					(910) 495-3259	katabernathy@yahoo.comfayetteville
<input type="checkbox"/>	Ella Abrahams	Placed					4167809532	ellaabrahams@mindscope.com
<input type="checkbox"/>	Eloise Abrahams	Placed					(905) 770-0108	eloise1234@email.com
<input type="checkbox"/>	Adlyn Adalia	Placed			Sales & Marketing	Sales & Marketing	(905) 630-8174	adlyn.adalia@sprintmail.com
<input type="checkbox"/>	Stella Adams	Placed	Career Builder			I.T.	(416) 332-5981	stella.adams@email.com
<input type="checkbox"/>	Trisha Adams	Placed	Job Fair			Accounting & Finance	(416) 8742-2325	trisha.adams@gmail.com
<input type="checkbox"/>	Doug Agtest	Placed					219-219-2199	Agtest@mindscope.com
<input type="checkbox"/>	Cecilia Ahern	Placed					(416) 522-3636	c.ahern@rogers.ca
<input type="checkbox"/>	Sandy Alamo	Placed					(617) 555-8954	s.alamo@post.harvard.edu
<input type="checkbox"/>	Frances Alexandria	Available					416-322-2356	
<input type="checkbox"/>	Barry Allen	Available					(416) 621-5767	flash@ica.net

Boolean Searching

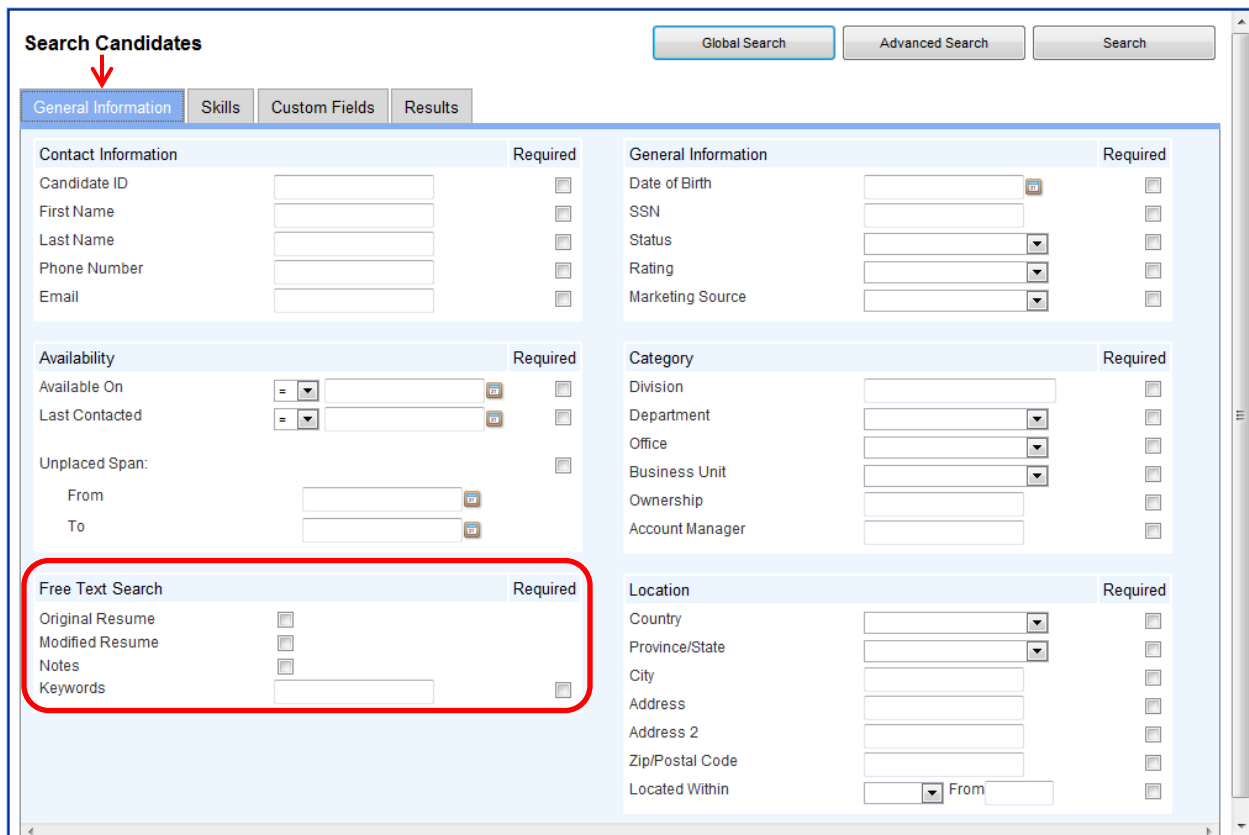
The Boolean keyword search in CURA is accessible in the General Information tab of the **Basic Search**. To launch it, click the **search** icon from the list of master icon in the left hand results section of your screen. Boolean allows you to perform keyword searches using different operators to either narrow down or widen your search. The different operators below can be used when performing a Boolean search:

Relational Operators
Wildcards
Parenthesis
Quotation Marks

AND, OR & AND NOT
*
()
“ ”

These operators can be combined together to enhance your keyword searches. The following examples in this manual show you the different ways you can use the operators listed above.

1. Always make sure that you place a check mark beside Original Resume if you would like to perform a keyword search on the original resume or place a check mark beside Modified Resume to search within the modified resume. Placing a check mark beside both Original and Modified Resume instructs the database to search for your keyword in both the Original and Modified Resumes of a candidate. You can also include the master notes section in you Boolean search by placing a check mark beside Notes.



Search Candidates

Global Search Advanced Search Search

General Information Skills Custom Fields Results

Contact Information Required

Candidate ID ☐

First Name ☐

Last Name ☐

Phone Number ☐

Email ☐

Availability Required

Available On = ☐

Last Contacted = ☐

Unplaced Span: ☐

From ☐

To ☐

Free Text Search Required

Original Resume ☐

Modified Resume ☐

Notes ☐

Keywords ☐

General Information Required

Date of Birth ☐

SSN ☐

Status ☐

Rating ☐

Marketing Source ☐

Category Required

Division ☐

Department ☐

Office ☐

Business Unit ☐

Ownership ☐

Account Manager ☐

Location Required

Country ☐

Province/State ☐

City ☐

Address ☐

Address 2 ☐

Zip/Postal Code ☐

Located Within From ☐

2. To search for a single word within a resume, simply type the word in the Boolean Search Box. For example, if we are looking for all resumes that contain the word **Engineer**, then we simply type **Engineer** in the box.

Free Text Search		Required
Original Resume	<input checked="" type="checkbox"/>	
Modified Resume	<input type="checkbox"/>	
Notes	<input type="checkbox"/>	
Keywords	Engineer	<input checked="" type="checkbox"/>

3. If we need to search for two keywords within a resume, we can use the operators **OR**, **AND**, and **AND NOT**. Consider the following examples:
 - a. Looking for the keywords **Engineer** and **Drafting**. Using **AND** tells the database to look for both **Engineer** and **Drafting** within the resume.

Free Text Search		Required
Original Resume	<input checked="" type="checkbox"/>	
Modified Resume	<input type="checkbox"/>	
Notes	<input type="checkbox"/>	
Keywords	Engineer AND Drafting	<input checked="" type="checkbox"/>

- b. Looking for the keywords **Engineer** or **Drafting**. Using **OR** tells the database to look for either **Engineer** or **Drafting** within the resume.

Free Text Search		Required
Original Resume	<input checked="" type="checkbox"/>	
Modified Resume	<input type="checkbox"/>	
Notes	<input type="checkbox"/>	
Keywords	Engineer OR Drafting	<input checked="" type="checkbox"/>

- c. Looking for the keyword **Engineer** but not **Drafting**. Using **AND NOT** tells the database to look for **Engineer** and not **Drafting** within the resume.

Free Text Search		Required
Original Resume	<input checked="" type="checkbox"/>	
Modified Resume	<input type="checkbox"/>	
Notes	<input type="checkbox"/>	
Keywords	<input type="text" value="Engineer AND NOT Draftin"/> <input checked="" type="checkbox"/>	

4. If we need to search for *two words together as one string*, for example, searching for **Project Manger** within the resume, we enclose the string in quotation marks (""). So instead of typing **Project Manger** in the keyword box, we type in "**Project Manger**".

Free Text Search		Required
Original Resume	<input checked="" type="checkbox"/>	
Modified Resume	<input type="checkbox"/>	
Notes	<input type="checkbox"/>	
Keywords	<input type="text" value="Project Manager"/> <input checked="" type="checkbox"/>	

5. We can also use the **AND** and **OR** operators when searching for two strings. Consider the following examples:

- a. Looking for Project Manger and Electrical Engineer should be entered as "**Project Manger**" **AND** "**Electrical Engineer**". This tells the database to look for both Project Manger and Electrical Engineer within the resume.

Free Text Search		Required
Original Resume	<input checked="" type="checkbox"/>	
Modified Resume	<input type="checkbox"/>	
Notes	<input type="checkbox"/>	
Keywords	<input "electrical="" and="" engineer"="" type="text" value="Manager"/> <input checked="" type="checkbox"/>	

- b. Looking for Project Manager or Electrical Engineer should be entered as **“Project Manger” OR “Electrical Engineer”**. This tells the database to look for either Controls Designer or Electrical Engineer within the resume.

Free Text Search

Required

Original Resume	<input checked="" type="checkbox"/>
Modified Resume	<input type="checkbox"/>
Notes	<input type="checkbox"/>
Keywords	<input "electrical="" er"="" or="" type="text" value="Manager"/> <input checked="" type="checkbox"/>

6. We can also use wildcards to widen our search. Wildcards tell the database to ignore all characters that come after your keyword. The asterisk (*) is used to indicate a wildcard. For example, if we would like to search for all variations of the word **Engineer**, then we enter **Engineer***. To use the asterisk, also include quotations around the word. This will return records that contain Engineer in the resume including all records where Engineer is part of a bigger word (i.e. engineers, engineering, engineered).

Free Text Search

Required

Original Resume	<input checked="" type="checkbox"/>
Modified Resume	<input type="checkbox"/>
Notes	<input type="checkbox"/>
Keywords	<input type="text" value="Engineer*"/> <input checked="" type="checkbox"/>

7. We can also use the **AND**, **OR** and **AND NOT** operators when searching for keywords with wildcards. Consider the following examples:

- a. Looking for all variations of the keyword **Engineer** and the keyword **Design**. We enter them as **“Engineer*” AND “Design*”**. This tells the database to look for variations of both Engineer and Design within the resume. Quotations are used around words with an asterisk when multiple values are in use.

Free Text Search

Required

Original Resume	<input checked="" type="checkbox"/>
Modified Resume	<input type="checkbox"/>
Notes	<input type="checkbox"/>
Keywords	<input type="text" value="Engineer* AND *Design*"/> <input checked="" type="checkbox"/>

- b. Looking for all variations of the keyword **Engineer** or the keyword **Design** we enter them as **"Engineer*" OR "Design"**. This tells the database to look for variations or *either* Engineer or Design within the resume.

Free Text Search		Required
Original Resume	<input checked="" type="checkbox"/>	
Modified Resume	<input type="checkbox"/>	
Notes	<input type="checkbox"/>	
Keywords	<input "design*"="" or="" type="text" value="Engineer*"/> <input checked="" type="checkbox"/>	

8. We can also use parenthesis **()** to group keywords together. For example, if we need to search for the keywords **Engineer** or **Drafting** and **Autocad**, it needs to be entered as **(Engineer OR Drafting) AND Autocad**. This tells the database to first look for resumes that contain *either* Engineer or Drafting and then look for the keyword Autocad.

Free Text Search		Required
Original Resume	<input checked="" type="checkbox"/>	
Modified Resume	<input type="checkbox"/>	
Notes	<input type="checkbox"/>	
Keywords	<input type="text" value="(Engineer OR Drafting) AND Autocad"/> <input checked="" type="checkbox"/>	

9. We can combine all operators (AND, OR, quotation marks, wildcards, and parenthesis) we've discussed in this manual into one search. For example, if we need to search for all variations of the keyword **Engineer** or all variations of the keyword **Draft** and then all variations of the keyword **Design**, then we enter it as **("Engineer*" OR "Draft*") AND "Design"** AND NOT "Autocad".

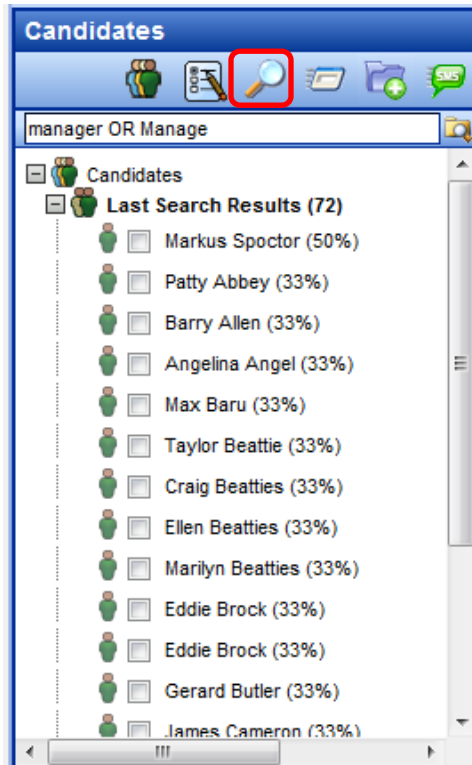
Free Text Search		Required
Original Resume	<input checked="" type="checkbox"/>	
Modified Resume	<input type="checkbox"/>	
Notes	<input type="checkbox"/>	
Keywords	<input "design*"="" "draft*")="" and="" engineer*"="" or="" type="text" value="("/> <input checked="" type="checkbox"/>	

Did you know?

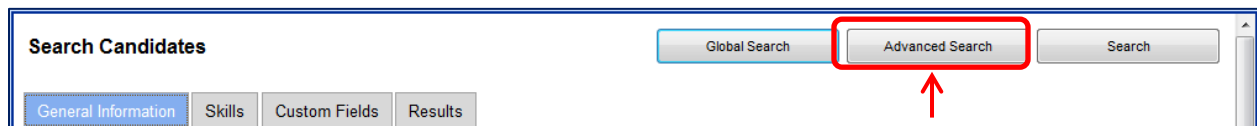
All Boolean operators can be used in the Quick Look-up Search field if the preference is set by your system administrator.

Advanced Search

1. Click on the **Search Icon** on top of the Candidate List.



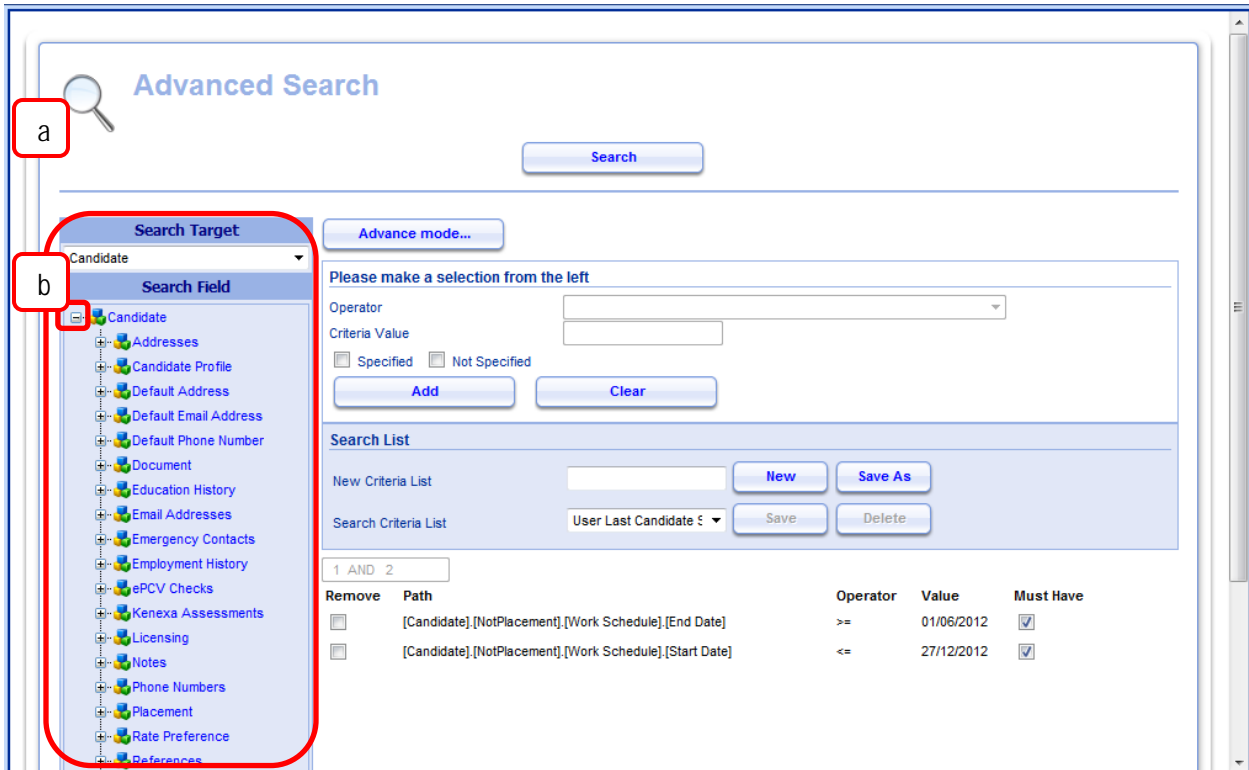
2. The **Basic Search Window** will open. You can specify any search criteria from the basic search window if needed. Otherwise, click on **Advanced Search**, found in the middle of the header to the left, to toggle to the Advanced Search Window.



Please Note:

Any search criteria that you specify from the Basic Search Window will be brought over to the Advanced Search Window.

3. The screen will change to display the **Advanced Search**. The advanced search consists of two main section:
 - a. *Search Target* - specifies where the search is to be performed. It should be set to **Candidate** when searching for candidates
 - b. *Search Fields* - displays a list of all available Tables in the search target. Expanding by clicking on the plus sign that corresponds with the table reveals all fields available within that table



Advanced Search

Search Target
Candidate

Search Field
Candidate
Addresses
Candidate Profile
Default Address
Default Email Address
Default Phone Number
Document
Education History
Email Addresses
Emergency Contacts
Employment History
ePCV Checks
Kenexa Assessments
Licensing
Notes
Phone Numbers
Placement
Rate Preference
References

Please make a selection from the left

Operator
Criteria Value
☐ Specified ☐ Not Specified
Add **Clear**

Search List
New Criteria List **New** **Save As**
Search Criteria List User Last Candidate **Save** **Delete**

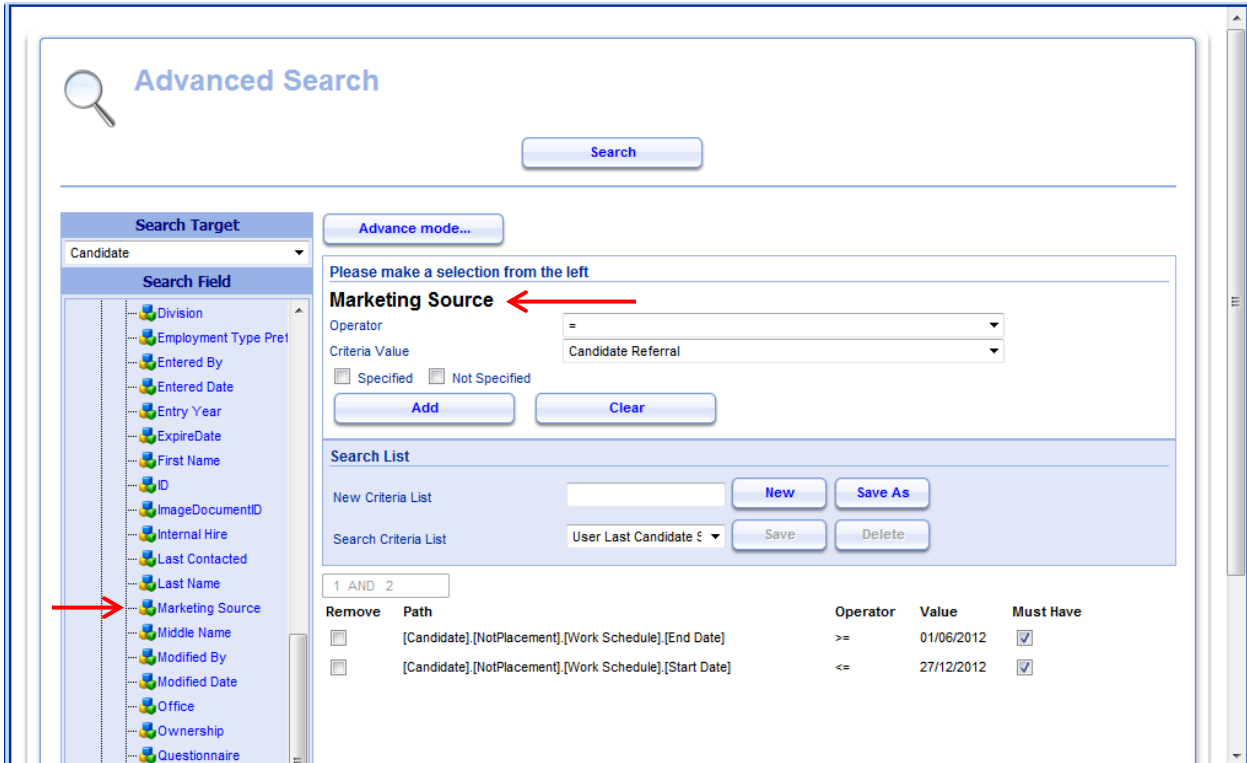
1 AND 2

Remove	Path	Operator	Value	Must Have
<input type="checkbox"/>	[Candidate].[NotPlacement].[Work Schedule].[End Date]	>=	01/06/2012	<input checked="" type="checkbox"/>
<input type="checkbox"/>	[Candidate].[NotPlacement].[Work Schedule].[Start Date]	<=	27/12/2012	<input checked="" type="checkbox"/>

? Did you know?

For ease of use, the Default contact information (Default Address, Default Phone number and Default Email Address) can be readily accessed from the top of the Search Field list.

- To specify a search criterion, expand on the appropriate table by clicking on the plus sign and find the desired criterion name from Search Field list on the left side of the Advanced Search Window. The search criterion you selected will appear in **bold** and the criterion name will also appear on top.



Advanced Search

Search

Search Target: Candidate

Search Field:

- Division
- Employment Type Pre
- Entered By
- Entered Date
- Entry Year
- ExpireDate
- First Name
- ID
- ImageDocumentID
- Internal Hire
- Last Contacted
- Last Name
- Marketing Source**
- Middle Name
- Modified By
- Modified Date
- Office
- Ownership
- Questionnaire

Advance mode...

Please make a selection from the left

Marketing Source

Operator: =

Criteria Value: Candidate Referral

☐ Specified ☐ Not Specified

Add Clear

Search List

New Criteria List: [] New Save As

Search Criteria List: User Last Candidate [] Save Delete

1 AND 2

Remove	Path	Operator	Value	Must Have
<input type="checkbox"/>	[Candidate].[NotPlacement].[Work Schedule].[End Date]	>=	01/06/2012	<input checked="" type="checkbox"/>
<input type="checkbox"/>	[Candidate].[NotPlacement].[Work Schedule].[Start Date]	<=	27/12/2012	<input checked="" type="checkbox"/>

Did you know?

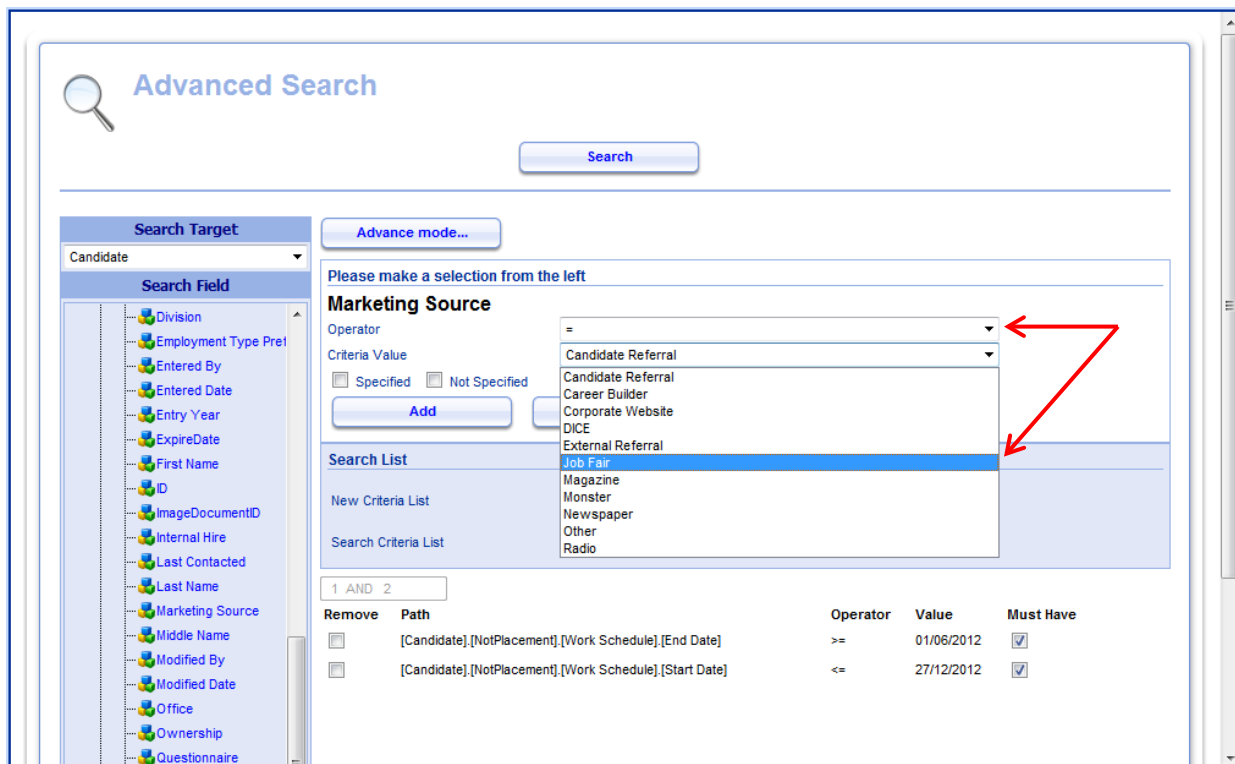
You may return to the Basic Search from the Advanced Search window by selecting **Backspace** on your keyboard.

4. Specify an operator value and Criterion value from the **drop down menus**.



Please Note:

If you choose the operator value to be "=", it will search for matching records that contain all of the criteria value you specified. If you choose the operator value to be "Like", it will search for matching records containing the criteria value. For example, if you specify the search criteria to be city and choose the operator value "=" and specify "Tor" as your search criteria, it will return records that only have "Tor" in the city field. So if the candidate's record contains "Toronto" as their city, it will not return it as a search result. But if you choose the operator value to be "Like" and specify your search criteria to be "Tor", it will return records containing "Tor" in the city field. So if the candidate's record contains "Toronto" as his city, it will return it as a search result.



Advanced Search

Search Target: Candidate

Search Field:

- Division
- Employment Type Pre
- Entered By
- Entered Date
- Entry Year
- ExpireDate
- First Name
- ID
- ImageDocumentID
- Internal Hire
- Last Contacted
- Last Name
- Marketing Source
- Middle Name
- Modified By
- Modified Date
- Office
- Ownership
- Questionnaire

Operator: =

Criteria Value: Candidate Referral

Search List:

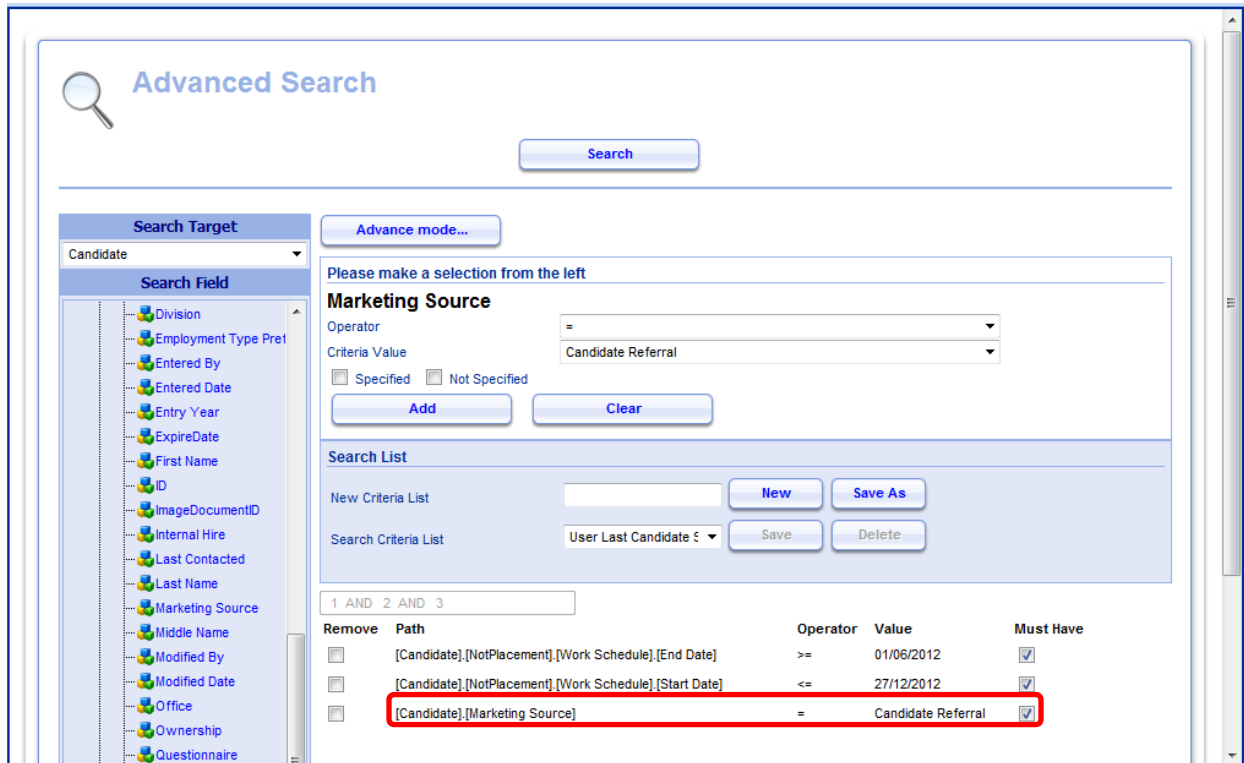
- Candidate Referral
- Career Builder
- Corporate Website
- DICE
- External Referral
- Job Fair
- Magazine
- Monster
- Newspaper
- Other
- Radio

1 AND 2

Remove	Path	Operator	Value	Must Have
<input type="checkbox"/>	[Candidate].[NotPlacement].[Work Schedule].[End Date]	>=	01/06/2012	<input checked="" type="checkbox"/>
<input type="checkbox"/>	[Candidate].[NotPlacement].[Work Schedule].[Start Date]	<=	27/12/2012	<input checked="" type="checkbox"/>

Search

- To add the criterion value to your list of search criteria, click on **Add**. The criterion value you had just specified will now appear in the list of Search Criteria. By default, it is set to must-have criteria. Unmark the check box to specify that it is a nice-to-have criterion.



Advanced Search

Search

Search Target: Candidate

Search Field:

- Division
- Employment Type Pret
- Entered By
- Entered Date
- Entry Year
- ExpireDate
- First Name
- ID
- ImageDocumentID
- Internal Hire
- Last Contacted
- Last Name
- Marketing Source
- Middle Name
- Modified By
- Modified Date
- Office
- Ownership
- Questionnaire

Advance mode...

Please make a selection from the left

Marketing Source

Operator: =

Criteria Value: Candidate Referral

☐ Specified ☐ Not Specified

Add Clear

Search List

New Criteria List: [] New Save As

Search Criteria List: User Last Candidate [] Save Delete

1 AND 2 AND 3

Remove	Path	Operator	Value	Must Have
<input type="checkbox"/>	[Candidate].[NotPlacement].[Work Schedule].[End Date]	>=	01/06/2012	<input checked="" type="checkbox"/>
<input type="checkbox"/>	[Candidate].[NotPlacement].[Work Schedule].[Start Date]	<=	27/12/2012	<input checked="" type="checkbox"/>
<input type="checkbox"/>	[Candidate].[Marketing Source]	=	Candidate Referral	<input checked="" type="checkbox"/>

- To remove a search criterion from the Search Criteria Table, simply check box beside the search criterion you wish to remove under the column **Remove**. The selected criterion will automatically remove itself from the criteria list.

Please make a selection from the left

Marketing Source

Operator: =

Criteria Value: External Referral

☐ Specified ☐ Not Specified

Add **Clear**

Search List

New Criteria List: **New** **Save As**

Search Criteria List: User Last Candidate **Save** **Delete**

1 AND 2 AND 3 AND 4 AND 5

Remove	Path	Operator	Value	Must Have
<input type="checkbox"/>	[Candidate].[NotPlacement].[Work Schedule].[End Date]	>=	01/06/2012	<input checked="" type="checkbox"/>
<input type="checkbox"/>	[Candidate].[NotPlacement].[Work Schedule].[Start Date]	<=	27/12/2012	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	[Candidate].[Marketing Source]	=	Candidate Referral	<input checked="" type="checkbox"/>
<input type="checkbox"/>	[Candidate].[Marketing Source]	=	Corporate Website	<input checked="" type="checkbox"/>
<input type="checkbox"/>	[Candidate].[Marketing Source]	=	External Referral	<input checked="" type="checkbox"/>

- To clear all search criteria, click on the **Clear** button.

Advanced Search

Search

Search Target: Candidate

Search Field:

Advance mode...

Please make a selection from the left

Operator:

Criteria Value:

☐ Specified ☐ Not Specified

Add **Clear**

Search List

New Criteria List: **New** **Save As**

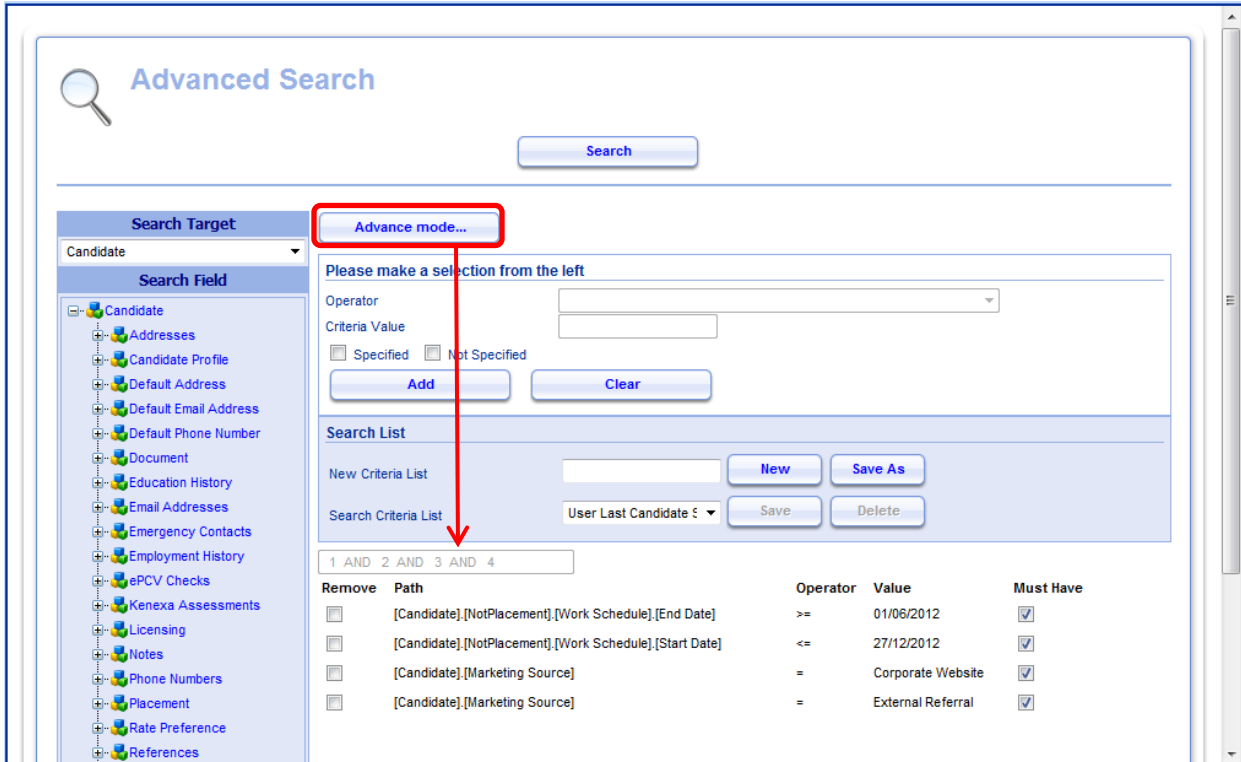
Search Criteria List: User Last Candidate **Save** **Delete**

1 AND 2 AND 3 AND 4

Remove	Path	Operator	Value	Must Have
<input type="checkbox"/>	[Candidate].[NotPlacement].[Work Schedule].[End Date]	>=	01/06/2012	<input checked="" type="checkbox"/>
<input type="checkbox"/>	[Candidate].[NotPlacement].[Work Schedule].[Start Date]	<=	27/12/2012	<input checked="" type="checkbox"/>
<input type="checkbox"/>	[Candidate].[Marketing Source]	=	Corporate Website	<input checked="" type="checkbox"/>
<input type="checkbox"/>	[Candidate].[Marketing Source]	=	External Referral	<input checked="" type="checkbox"/>

Advanced Mode

By default the search criteria in the Search Criteria Table are interpreted as searching for criterion 1 **AND** criterion 2. To use additional Boolean operators such as **OR** and **AND NOT**, select **Advanced Mode** found at the top of the screen next to the search target.



Advanced Search

[Search](#)

Search Target
Candidate

Advance mode...

Search Field

- Candidate
 - Addresses
 - Candidate Profile
 - Default Address
 - Default Email Address
 - Default Phone Number
 - Document
 - Education History
 - Email Addresses
 - Emergency Contacts
 - Employment History
 - ePCV Checks
 - Kenexa Assessments
 - Licensing
 - Notes
 - Phone Numbers
 - Placement
 - Rate Preference
 - References

Please make a selection from the left

Operator:
Criteria Value:
☐ Specified ☐ Not Specified
[Add](#) [Clear](#)

Search List

New Criteria List: [New](#) [Save As](#)
Search Criteria List: [Save](#) [Delete](#)

1 AND 2 AND 3 AND 4

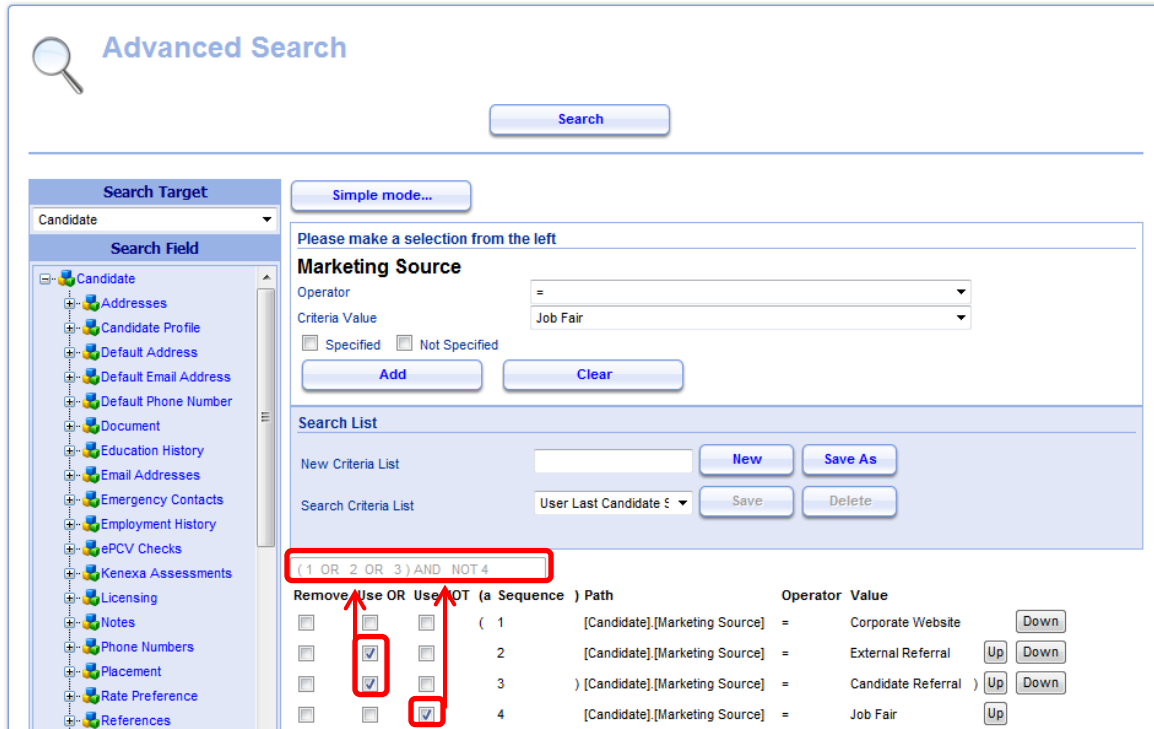
Remove	Path	Operator	Value	Must Have
<input type="checkbox"/>	[Candidate].[NotPlacement].[Work Schedule].[End Date]	>=	01/06/2012	<input checked="" type="checkbox"/>
<input type="checkbox"/>	[Candidate].[NotPlacement].[Work Schedule].[Start Date]	<=	27/12/2012	<input checked="" type="checkbox"/>
<input type="checkbox"/>	[Candidate].[Marketing Source]	=	Corporate Website	<input checked="" type="checkbox"/>
<input type="checkbox"/>	[Candidate].[Marketing Source]	=	External Referral	<input checked="" type="checkbox"/>



Please Note:

Notice that initially, the operator is set to **AND**.

1. Mark the check box under the column **Use OR** or **Use NOT** to change the operator between search criteria. Always place the check mark in the box that corresponds with the second value to ensure the proper relationship has been established.



Advanced Search

Search

Search Target: Candidate

Search Field: Candidate

Simple mode...

Please make a selection from the left

Marketing Source

Operator: =

Criteria Value: Job Fair

☐ Specified ☐ Not Specified

Add Clear

Search List

New Criteria List: [] New Save As

Search Criteria List: User Last Candidate Save Delete

(1 OR 2 OR 3) AND NOT 4

Remove	Use OR	Use NOT	(a Sequence)	Path	Operator	Value	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	[Candidate].[Marketing Source]	=	Corporate Website	Down
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2	[Candidate].[Marketing Source]	=	External Referral	Up Down
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	3) [Candidate].[Marketing Source]	=	Candidate Referral	Up Down
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	4	[Candidate].[Marketing Source]	=	Job Fair	Up



Please Note:

Notice that the operator between the search criteria is changed to OR and the associated criteria is placed in parenthesis.



1 AND (2 OR 3 OR 4) AND NOT 5 AND NOT 6

Remove	Use OR	Use NOT	(a Sequence)	Path	Operator	Value	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	[Candidate].[Marketing Source]	=	Job Board	Down
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(2	[Candidate].[Marketing Source]	=	Monster	Up Down
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	3	[Candidate].[Marketing Source]	=	Newspaper	Up Down
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	4) [Candidate].[Marketing Source]	=	Referral	Up Down
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	5	[Candidate].[Marketing Source]	=	Website	Up Down
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	6	[Candidate].[Marketing Source]	=	Workopolis	Up

Did you know?

To change more than one **AND** value to **OR** or **NOT**, simply continue to check the corresponding **Use OR** box.

2. Click the Search button  at the top of the screen to run your search.

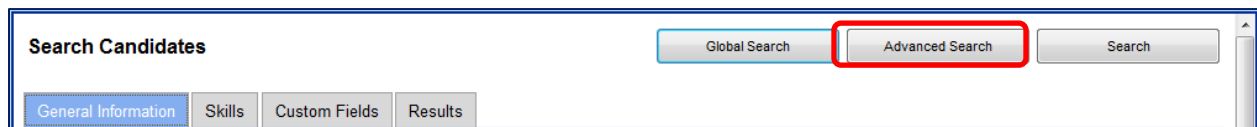
NULL and NOT NULL Searches

NULL and NOT NULL searches are performed in Advanced Search Mode and are used to search for whether a specified field has does or does not have any contents.

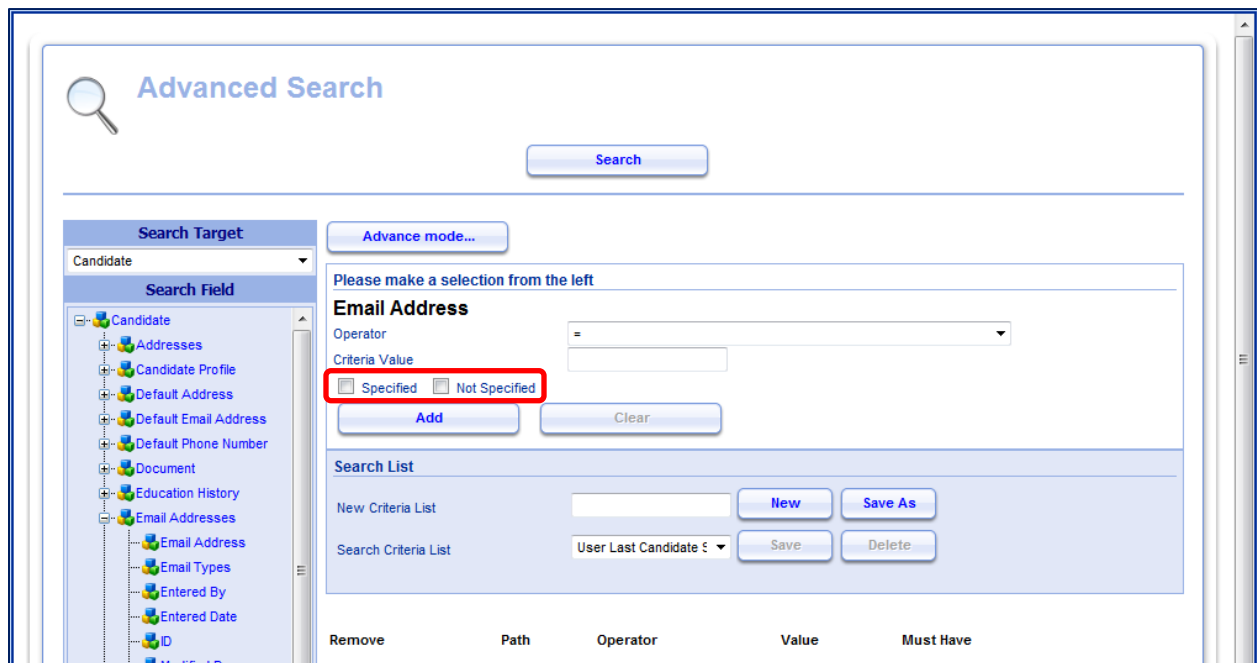
1. To run a NULL search, start a new search by clicking on the **Search Icon** on top of the Candidate List.



2. The **Basic Search Window** will open. Click on the **Advanced Search** button.



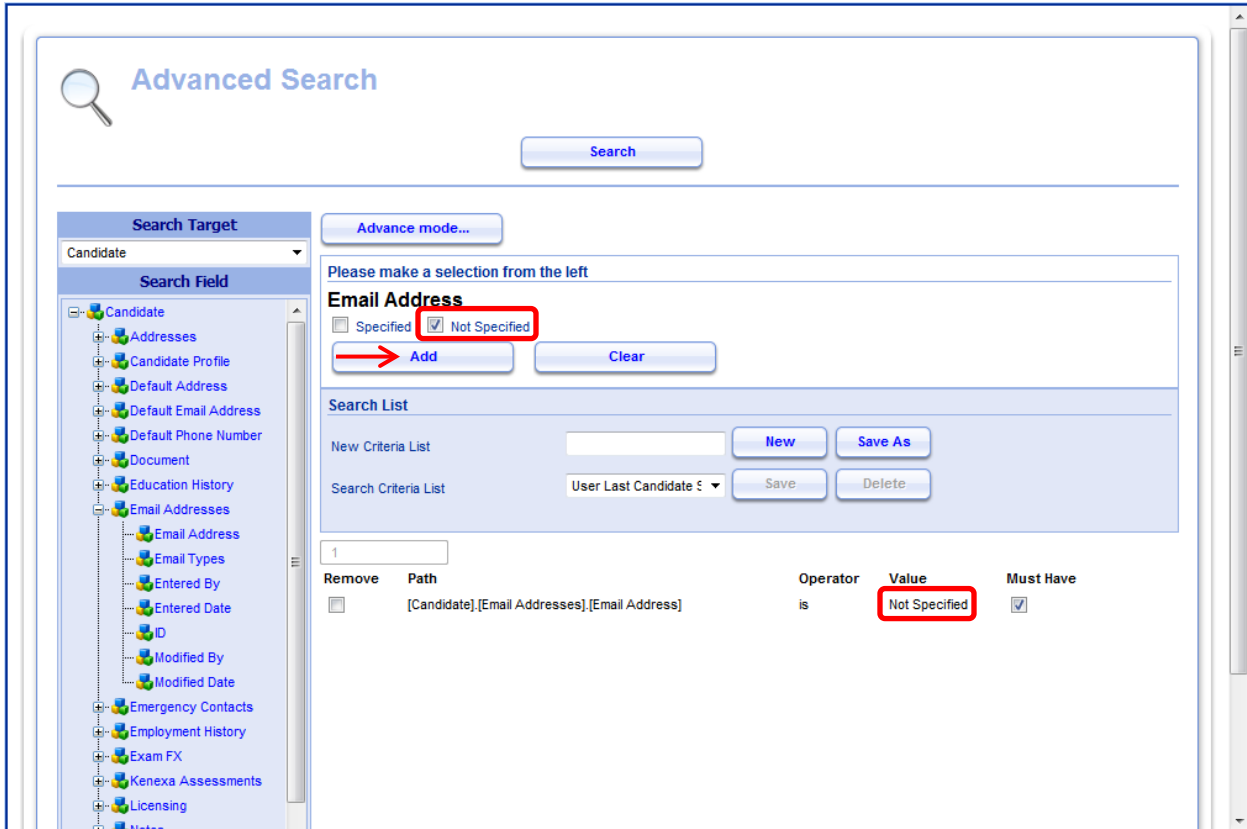
3. The **Advanced Search Window** will open. Select the criterion on which you wish to perform a NULL search. For example you can search for candidates in the database who have no default email address by selecting Default Email from the **Search Field** table to the left and checking the **Not Specified** box.



Did you know?

Specified refers to fields in CURA that are populated, while **Not Specified** refers to fields that are not populated in CURA.

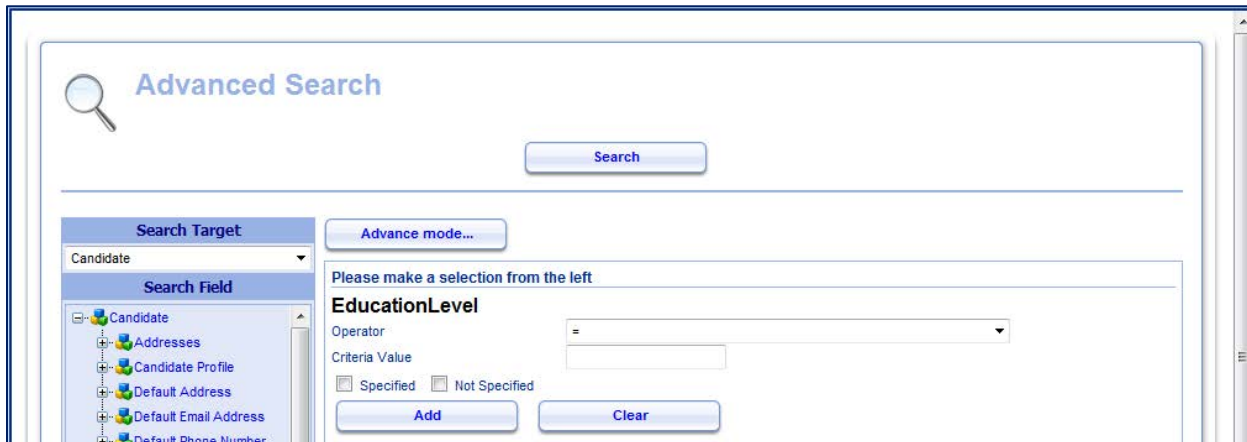
- Click **Add**. Notice the Operator Value is equal to **Not Specified**.



The screenshot shows the 'Advanced Search' window. On the left, the 'Search Field' list includes 'Email Address'. In the center, the 'Email Address' criteria is selected, and the 'Not Specified' checkbox is checked. Below this, the 'Add' button is highlighted with a red arrow. At the bottom, the search criteria table shows the path '[Candidate].[Email Addresses].[Email Address]' with the operator 'is' and the value 'Not Specified' (highlighted with a red box). The 'Must Have' checkbox is also checked.

Likewise you can run a NOT NULL search. For example you may have a custom field labeled Education Level with a custom drop down list containing various levels of clearance. Running a Not Null search will result in list that includes any candidates with any Clearance level specified regardless of which one has been saved to their profile.

- From the Advanced Search window select the search criterion from the **Search Fields** Table on the left and check the **Specified** box.



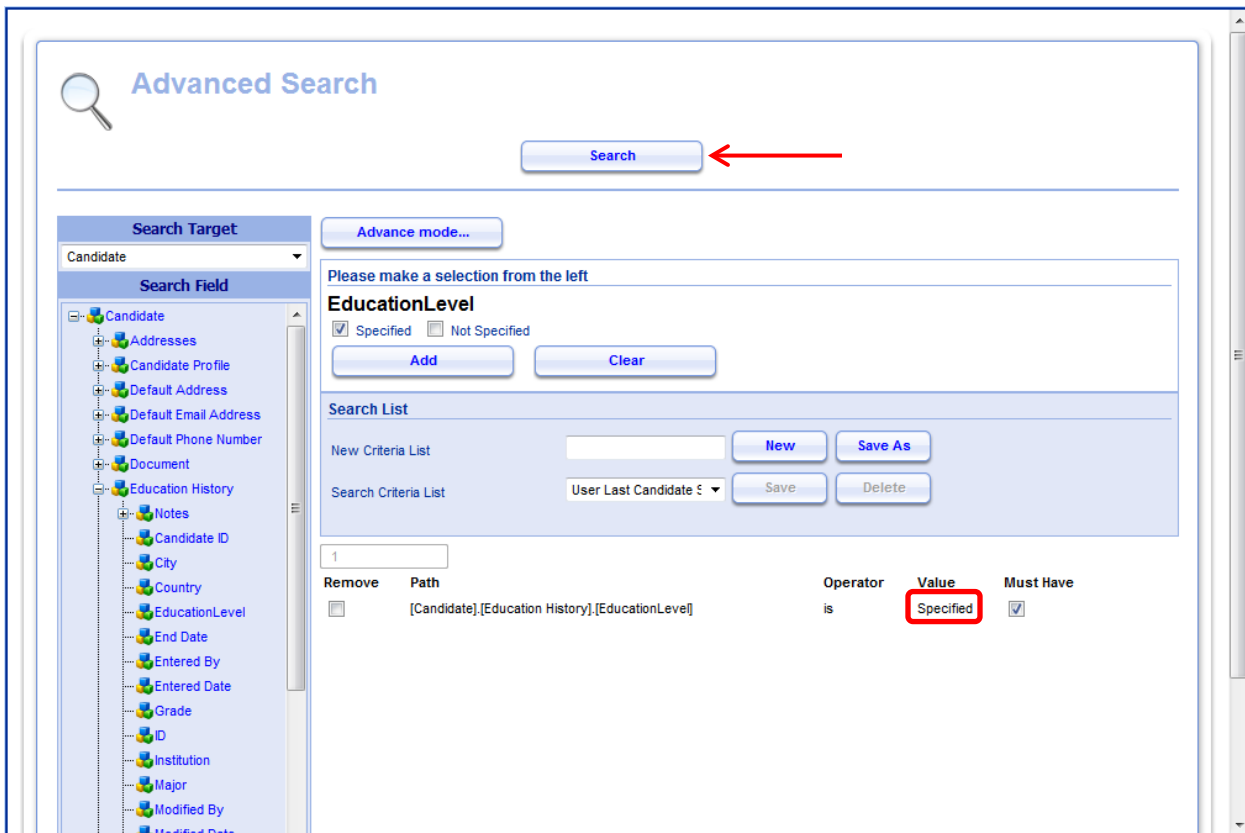
The screenshot shows the 'Advanced Search' window. On the left, the 'Search Field' list includes 'EducationLevel'. In the center, the 'EducationLevel' criteria is selected, and the 'Specified' checkbox is checked. Below this, the 'Add' button is highlighted. At the bottom, the search criteria table shows the path '[Candidate].[EducationLevel]' with the operator '=' and the value 'Criteria Value'.

6. Notice that as soon as you check **Specified** you can no longer choose an Operator Value or Criterion Value from the drop down menu. Click Add.



The screenshot shows the 'Advanced Search' window. On the left, under 'Search Field', 'Email Address' is selected. In the center, the 'Specified' checkbox is checked, and a red arrow points to the 'Add' button. The 'Search' button is at the top right.

7. Note the Operator value is now **Specified**. Click the search button to run the search.



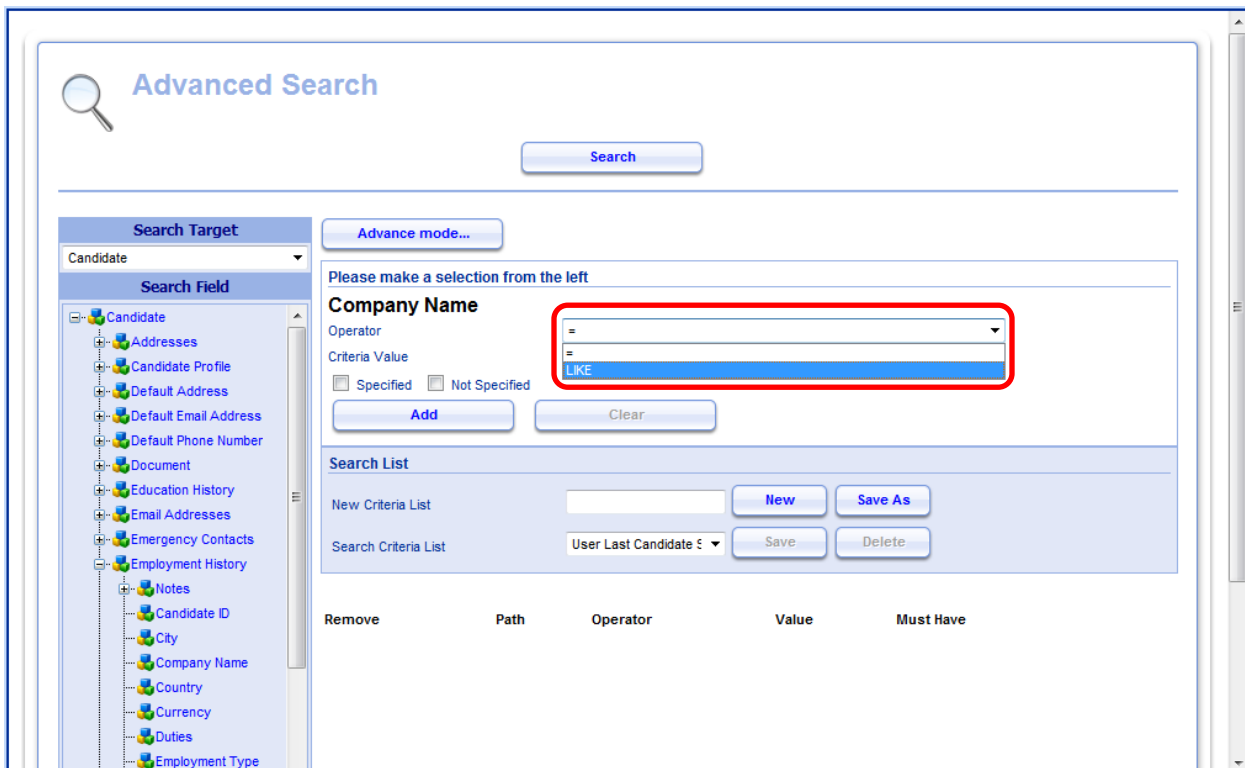
The screenshot shows the 'Advanced Search' window. On the left, under 'Search Field', 'EducationLevel' is selected. In the center, the 'Specified' checkbox is checked. Below this, the 'Search List' section shows a criteria list with 'EducationLevel' and the operator 'is'. A red arrow points to the 'Search' button at the top right.

Search using Wild Card

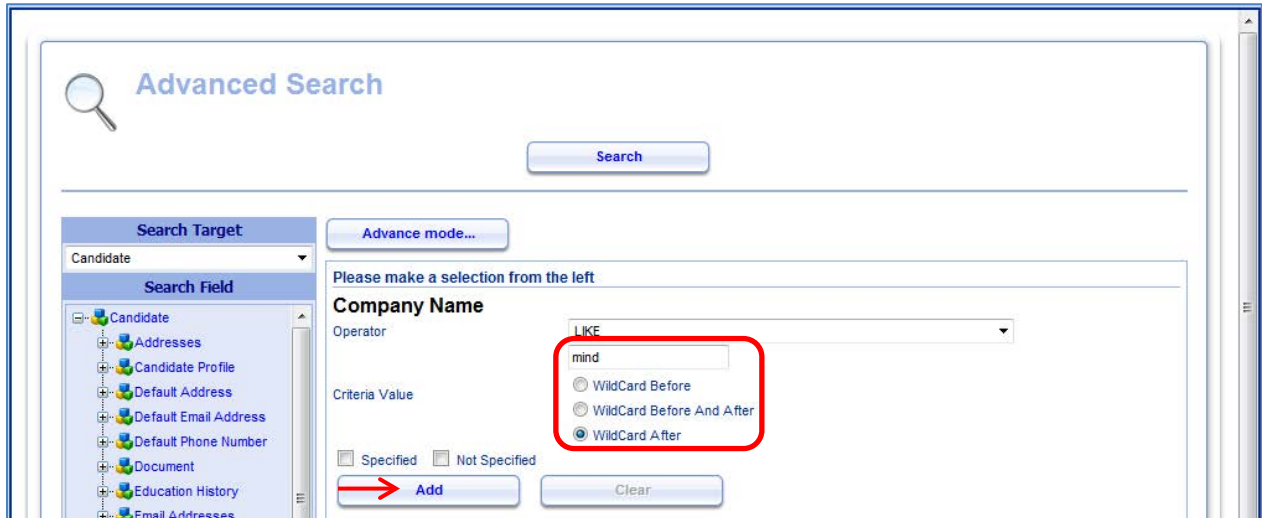
You will notice that there are some search criteria that allow you to use wild cards when searching for keywords when the operator value “like” has been selected. One example would be when searching for Company Name through Employment History. After changing the operator value from “=” to “LIKE” you have the option of specifying whether you want to use the wild card before, wild card before and after or wild card after.

What this means:

- a. Wild Card Before – this means a string of characters that contain your keyword at the end. For example, if your keyword is access, it will return records containing access in the end such as ms **access**, Microsoft **access**.
 - b. Wild Card Before and After – this means a string of characters that contain your keyword in the middle. For example, if your keyword is access, it will return records containing access in the middle such as in**access**ible.
 - c. Wild Card After – this means a string of characters that contain your keyword in the beginning or meaning any string of characters following your keyword. For example, if your keyword is access, it will return records containing access in the beginning such as **access**ing, **access**ible.
1. Change the Operator from “=” to “LIKE” to access wild card options.

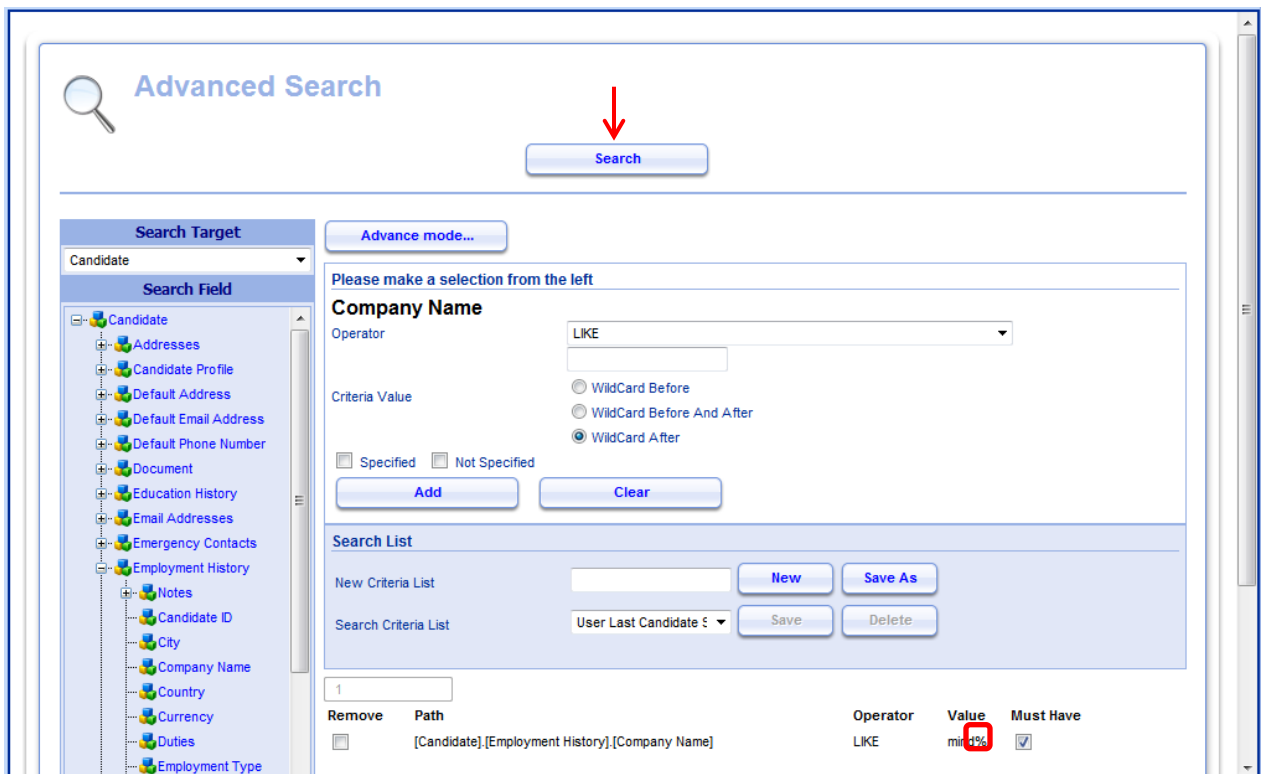


2. Type the name of the company you would like to search for and select from the three Wild Card placement options by checking the corresponding radio button and click **Add** to add to your list of search criteria to the table below.



The screenshot shows the 'Advanced Search' window. On the left, a tree view under 'Search Field' lists various fields, with 'Candidate' selected. The main area is titled 'Please make a selection from the left' and shows the configuration for 'Company Name'. The 'Operator' is set to 'LIKE'. The 'Criteria Value' is 'mind'. Three radio buttons are present: 'WildCard Before', 'WildCard Before And After', and 'WildCard After', with the last one selected. Below these are checkboxes for 'Specified' and 'Not Specified', and buttons for 'Add' and 'Clear'.

3. Note the **Wild Card** placement (%) under **Value**. Click **Search** found at the top of the window.



The screenshot shows the 'Advanced Search' window with the 'Search' button highlighted by a red arrow. Below the configuration area, the 'Search List' section shows a table with the following data:

Remove	Path	Operator	Value	Must Have
<input type="checkbox"/>	[Candidate].[Employment History].[Company Name]	LIKE	mind%	<input checked="" type="checkbox"/>

The 'Value' column shows 'mind%' with a red box around the percentage sign, indicating the Wild Card placement.

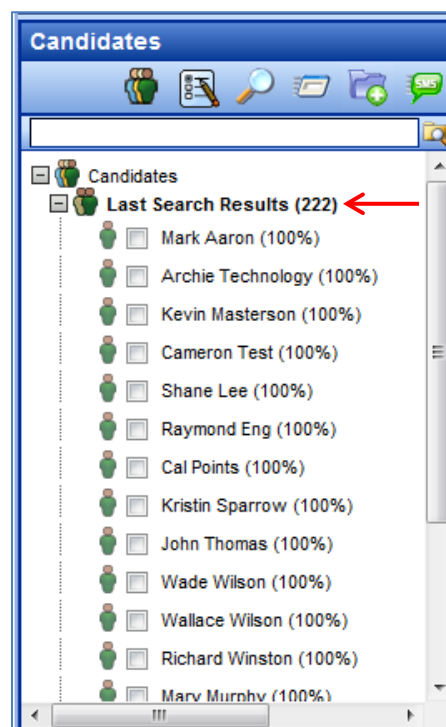
Saving Search Criteria

While it is not possible to save Search Results in CURA, you can save your Search Criteria to a list and perform the saved search as often as needed, each time obtaining the most up-to-date information in your results list. CURA will always retain your most recent Search results in the **Last Search Results** section to the left side of your screen.

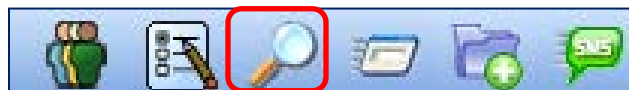


Please Note:

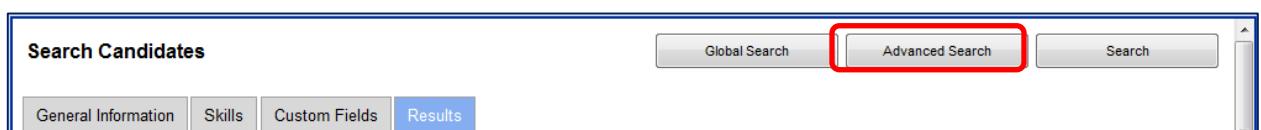
The number in the parenthesis is the number of records found matching your search criteria.



Saving search criteria is carried out in the **Advanced Search Window**. First launch the **Basic Search Window** by clicking on the search icon from the Master Icons to the upper left side of your results section.

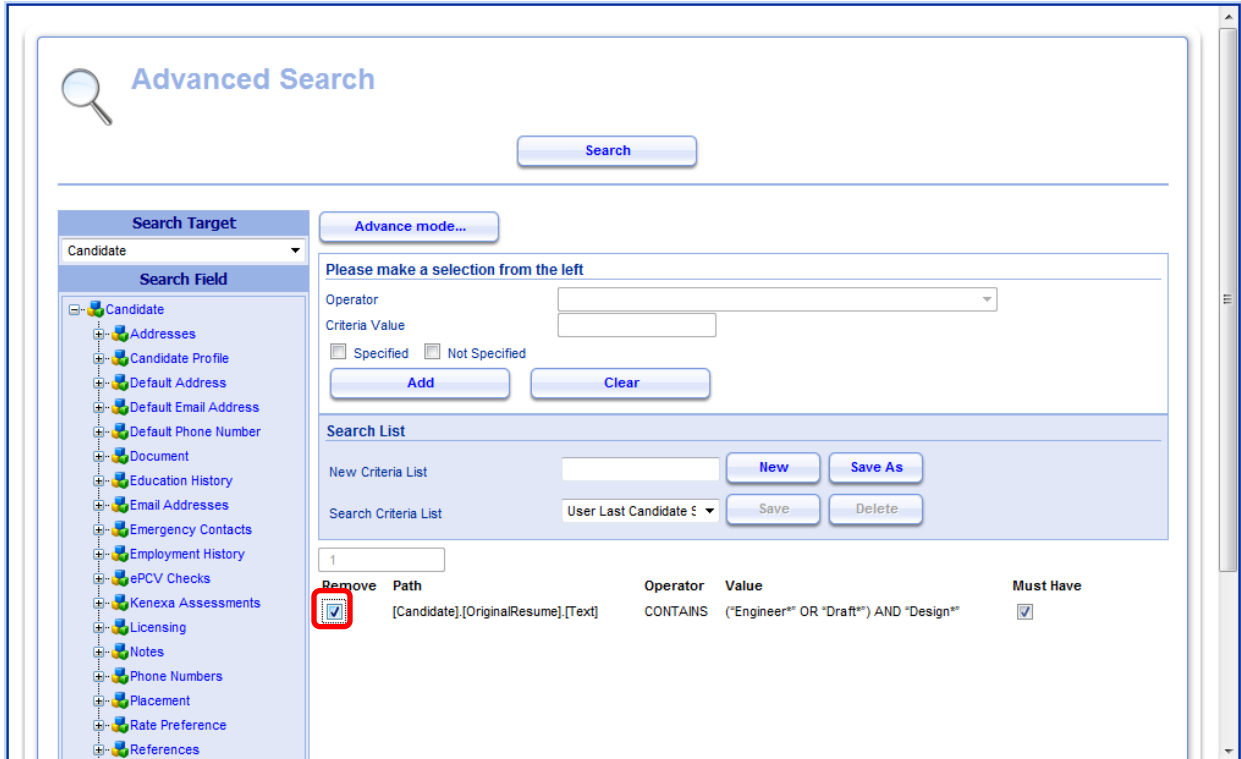


Then select the Advanced Search button.



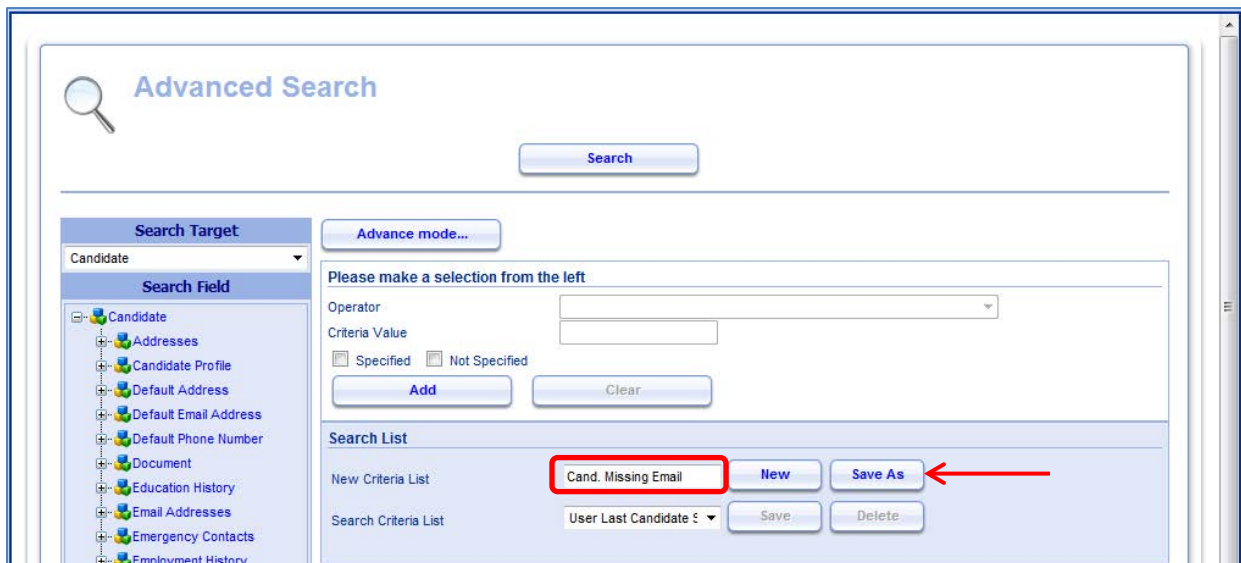
Method One

1. Ensure that your search criteria table is empty. If values appear in the table click clear to remove.



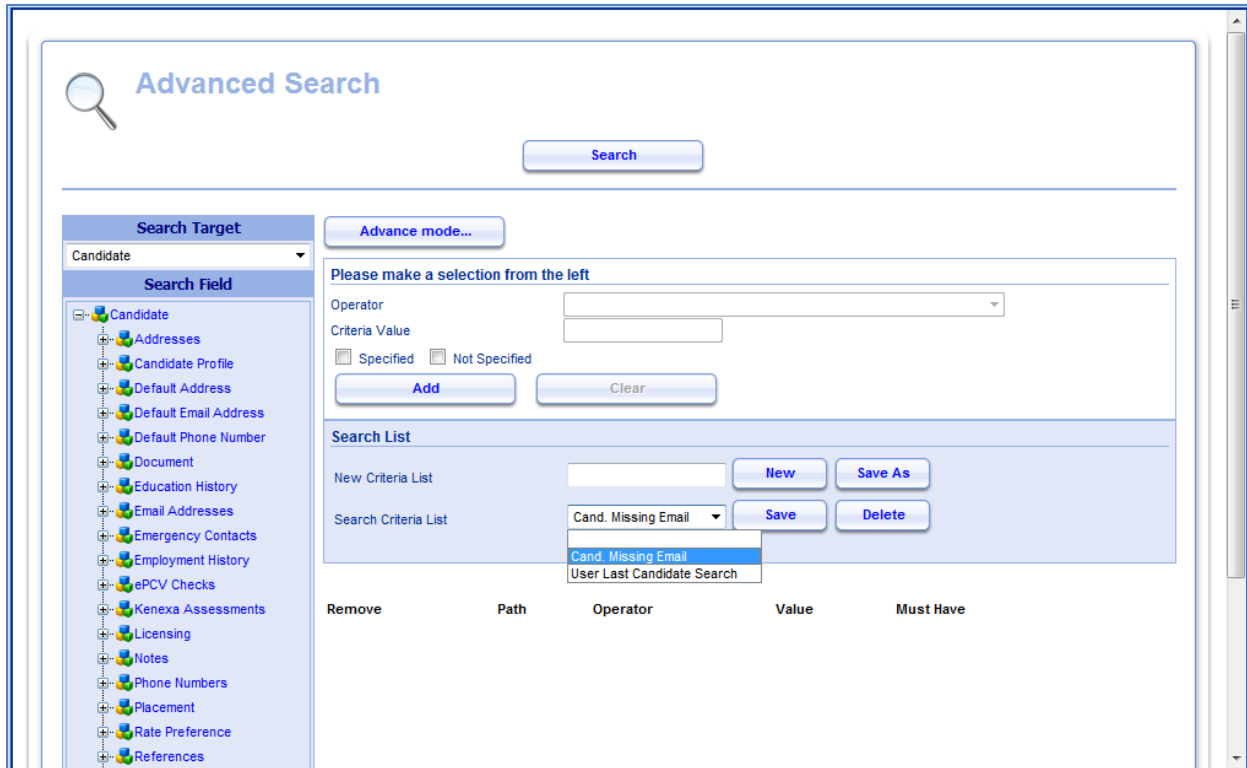
The screenshot shows the 'Advanced Search' window. On the left is a 'Search Field' tree with 'Candidate' selected. The main area has a 'Please make a selection from the left' section with an 'Operator' dropdown and a 'Criteria Value' input. Below this is a 'Search List' section with 'New Criteria List' and 'Search Criteria List' inputs, and buttons for 'New', 'Save As', 'Save', and 'Delete'. At the bottom is a table with columns: Remove, Path, Operator, Value, and Must Have. The table contains one entry: a checked checkbox in the 'Remove' column, the path '[Candidate].[OriginalResume].[Text]' in the 'Path' column, 'CONTAINS' in the 'Operator' column, and '("Engineer*" OR "Draft*") AND "Design*' in the 'Value' column. The 'Must Have' column has a checked checkbox.

2. Type in the name of the Search you would like to save in the **New Criteria List** and click **Save As**.



The screenshot shows the 'Advanced Search' window. The 'New Criteria List' field in the 'Search List' section now contains the text 'Cand. Missing Email'. A red box highlights this text, and a red arrow points to the 'Save As' button next to it. The 'Search Criteria List' field still contains 'User Last Candidate'.

- Next select the List Name from the drop down menu options in **Search Criteria List**.



Advanced Search

[Search](#)

Search Target
Candidate

Search Field

- Candidate
- Addresses
- Candidate Profile
- Default Address
- Default Email Address
- Default Phone Number
- Document
- Education History
- Email Addresses
- Emergency Contacts
- Employment History
- ePCV Checks
- Kenexa Assessments
- Licensing
- Notes
- Phone Numbers
- Placement
- Rate Preference
- References

Advance mode...

Please make a selection from the left

Operator:

Criteria Value:

☐ Specified ☐ Not Specified

[Add](#) [Clear](#)

Search List

New Criteria List: [New](#) [Save As](#)

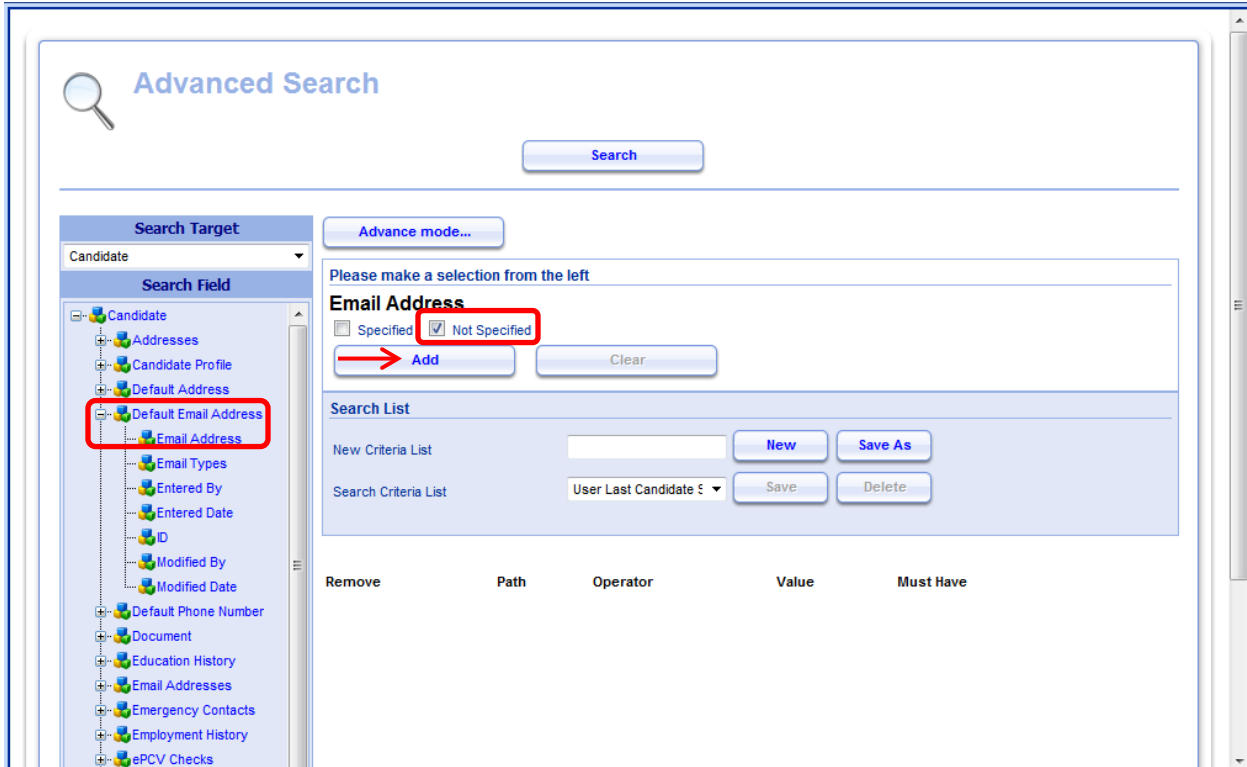
Search Criteria List: [Save](#) [Delete](#)

Remove Path Operator Value Must Have

Cand. Missing Email
User Last Candidate Search

- Now you are ready to select the criteria you would like to save under this search List from the **Search Fields** table to the left. Make certain the correct **Search Target** has been selected from the top. For example you may wish to run a NULL search for any candidates in the database with no Default Email Address.

To do this you select **Email Address** from the **Default Email Address Table** to the left and check the **Not Specified** box in the **Operator/Criteria Value Table**, you will no longer be able to select Operator/Criterion values, then click **Add**.



Advanced Search

Search

Search Target: Candidate

Search Field:

- Candidate
 - Addresses
 - Candidate Profile
 - Default Address
 - Default Email Address
 - Email Address**
 - Email Types
 - Entered By
 - Entered Date
 - ID
 - Modified By
 - Modified Date
 - Default Phone Number
 - Document
 - Education History
 - Email Addresses
 - Emergency Contacts
 - Employment History
 - ePCV Checks

Advance mode...

Please make a selection from the left

Email Address

☐ Specified ☒ Not Specified

Add Clear

Search List

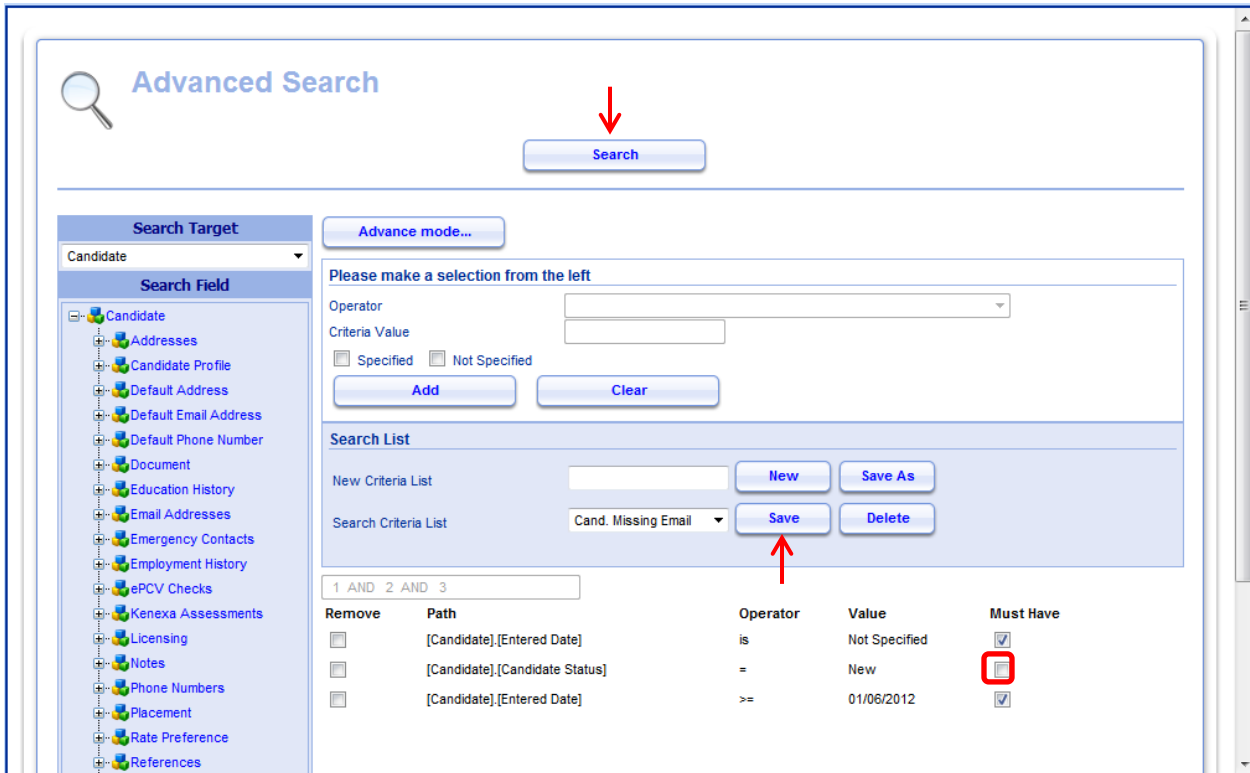
New Criteria List: [] New Save As

Search Criteria List: User Last Candidate [] Save Delete

Remove	Path	Operator	Value	Must Have
--------	------	----------	-------	-----------

- Continue to compile your search criteria in this manner until you have added all of the criteria to the list. Remember that the default in CURA is to add all criteria as a **Must Have Criteria** so you must uncheck the **Must Have Box** for any items you would prefer to run as **Nice to Have**. Click the **save** button to save the selected criteria to your search list.

When you have completed building your criteria click on the **search** button to run the search.



Advanced Search

Search Target
Candidate

Search Field

- Candidate
- Addresses
- Candidate Profile
- Default Address
- Default Email Address
- Default Phone Number
- Document
- Education History
- Email Addresses
- Emergency Contacts
- Employment History
- Kenexa Assessments
- Licensing
- Notes
- Phone Numbers
- Placement
- Rate Preference
- References

Please make a selection from the left

Operator:
Criteria Value:
☐ Specified ☐ Not Specified
Add **Clear**

Search List

New Criteria List: **New** **Save As**
Search Criteria List: Cand. Missing Email **Save** **Delete**

1 AND 2 AND 3

Remove	Path	Operator	Value	Must Have
<input type="checkbox"/>	[Candidate].[Entered Date]	is	Not Specified	<input checked="" type="checkbox"/>
<input type="checkbox"/>	[Candidate].[Candidate Status]	=	New	<input type="checkbox"/>
<input type="checkbox"/>	[Candidate].[Entered Date]	>=	01/06/2012	<input checked="" type="checkbox"/>

Did you know?

You can return to your Saved Search Criteria and modify your search at any time. Simply select the Save button after additional changes are made to update your saved search.

Method Two

1. Build your basic search criteria from the Basic Search window.

Search Candidates

Global Search

Advanced Search

Search

General Information

Skills

Custom Fields

Results

Contact Information

Required

Candidate ID

☐

First Name

☐

Last Name

☐

Phone Number

☐

Email

☐

Availability

Required

Available On

<= 15/03/2013

☐

Last Contacted

=

☐

Unplaced Span:

☐

From

☐

To

☐

Free Text Search

Required

Original Resume

☒

Modified Resume

☒

Notes

☒

Keywords

manage*

☒

General Information

Required

Date of Birth

☐

SSN

☐

Status

Available

☒

Rating

☐

Marketing Source

Corporate Website

☒

Category

Required

Division

☐

Department

☐

Office

☐

Business Unit

☐

Ownership

☐

Account Manager

☐

Location

Required

Country

Canada

☒

Province/State

ON

☐

City

☐

Address

☐

Address 2

☐

Zip/Postal Code

☐

Located Within

From

☐

- To add skills and/or custom fields as well, use the Skills and/or Custom Fields tabs.

Search Candidates

Global Search Advanced Search Search

General Information **Skills** Custom Fields Results

Skills

Skills

- ACCOUNTING & OFFICE ADMINISTRATION
 - ACCOUNTING - COMPLIANCE
 - ACCOUNTING EXPERIENCE
 - GENERAL ACCOUNTING
 - LANDSCAPING
 - MANAGERIAL SKILLS
 - COMMUNICATING
 - MANAGING INFORMATION
 - MANAGING PEOPLE
 - MANAGING TASKS
 - PAPERWORK EXPERIENCE
 - PUBLIC ACCOUNTING
- ENGINEERING
 - ENGINEERING - HARDWARE
 - ENGINEERING - SOFTWARE
 - ENGINEERING & TECHNICAL SKILLS
 - ENGINEERING CLASSIFICATION
 - GENERAL ENGINEERING SKILLS
- GRAPHIC DESIGN
 - GRAPHIC DESIGN - EXPERIENCE
- HEALTH CARE
 - CERTIFICATIONS
 - GENERAL HEALTHCARE SKILLS
 - HEALTHCARE - EXPERIENCE

Skills

- ACCOUNTING & OFFICE ADMINISTRATION
- MANAGERIAL SKILLS
 - COMMUNICATING
 - MANAGING INFORMATION
 - MANAGING PEOPLE
 - MANAGING TASKS

Search Candidates

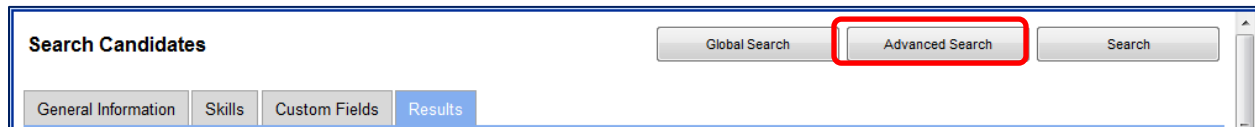
Global Search Advanced Search Search

General Information Skills **Custom Fields** Results

Candidate Custom Fields Required

Willing to relocate	Yes	<input type="checkbox"/>
Owns a Vehicle	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Date of Expiry	=	<input checked="" type="checkbox"/>
Home Airport		<input type="checkbox"/>
Shirt Size		<input type="checkbox"/>
Gender		<input type="checkbox"/>
Citizenship	Permanent Resident	<input checked="" type="checkbox"/>
Clearance Level		<input type="checkbox"/>
Clearance Verified	<input type="checkbox"/>	<input type="checkbox"/>
Choice Company #1		<input type="checkbox"/>
Choice Company #2		<input type="checkbox"/>

- Once built, select **Advanced Search**.

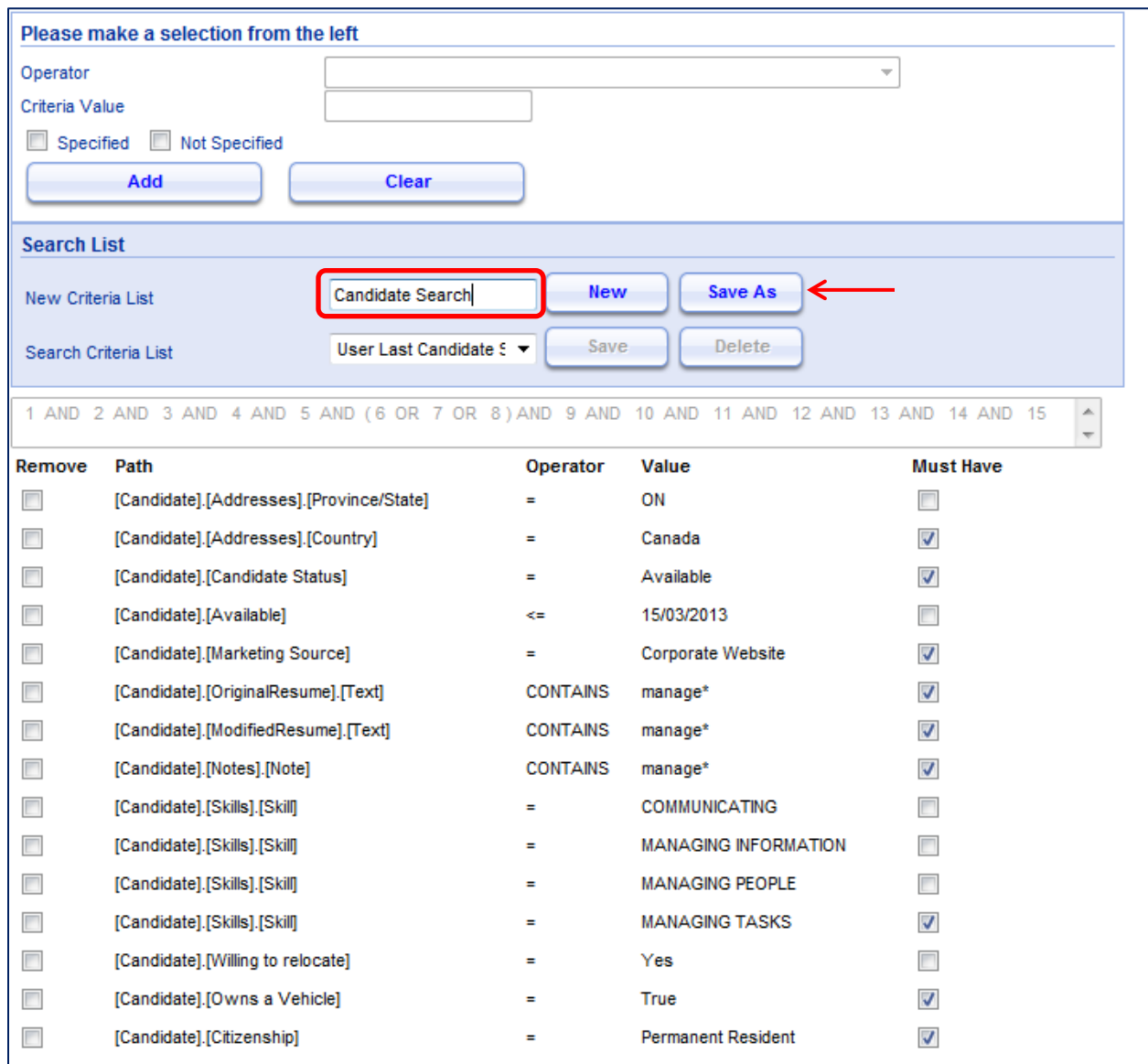


Search Candidates

Global Search **Advanced Search** Search

General Information Skills Custom Fields Results

- You will find your selected search criteria in the table; you can continue to compile your search criteria if needed. When ready, type in the name of the Search you would like to save in the **New Criteria List** and click **Save As**.



Please make a selection from the left

Operator

Criteria Value

☐ Specified ☐ Not Specified

Add **Clear**

Search List

New Criteria List **Candidate Search** **New** **Save As**

Search Criteria List **Save** **Delete**

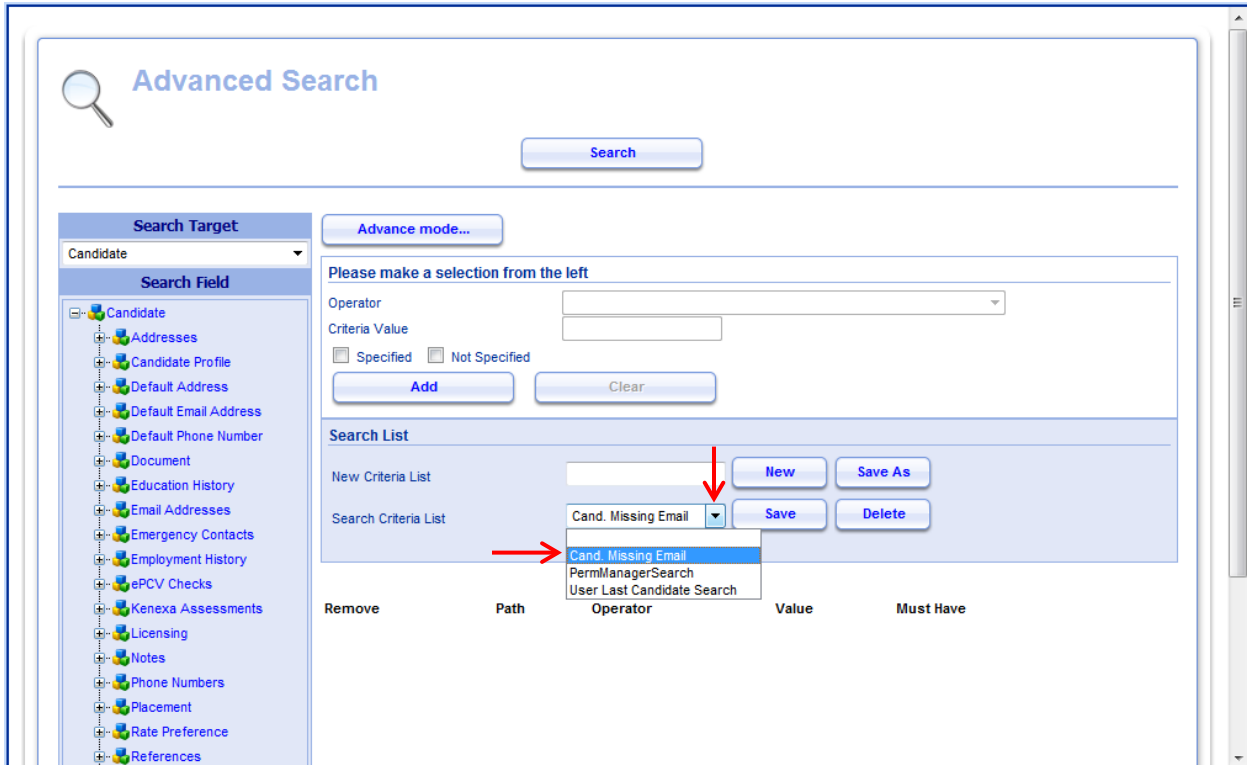
1 AND 2 AND 3 AND 4 AND 5 AND (6 OR 7 OR 8) AND 9 AND 10 AND 11 AND 12 AND 13 AND 14 AND 15

Remove	Path	Operator	Value	Must Have
<input type="checkbox"/>	[Candidate].[Addresses].[Province/State]	=	ON	<input type="checkbox"/>
<input type="checkbox"/>	[Candidate].[Addresses].[Country]	=	Canada	<input checked="" type="checkbox"/>
<input type="checkbox"/>	[Candidate].[Candidate Status]	=	Available	<input checked="" type="checkbox"/>
<input type="checkbox"/>	[Candidate].[Available]	<=	15/03/2013	<input type="checkbox"/>
<input type="checkbox"/>	[Candidate].[Marketing Source]	=	Corporate Website	<input checked="" type="checkbox"/>
<input type="checkbox"/>	[Candidate].[OriginalResume].[Text]	CONTAINS	manage*	<input checked="" type="checkbox"/>
<input type="checkbox"/>	[Candidate].[ModifiedResume].[Text]	CONTAINS	manage*	<input checked="" type="checkbox"/>
<input type="checkbox"/>	[Candidate].[Notes].[Note]	CONTAINS	manage*	<input checked="" type="checkbox"/>
<input type="checkbox"/>	[Candidate].[Skills].[Skill]	=	COMMUNICATING	<input type="checkbox"/>
<input type="checkbox"/>	[Candidate].[Skills].[Skill]	=	MANAGING INFORMATION	<input type="checkbox"/>
<input type="checkbox"/>	[Candidate].[Skills].[Skill]	=	MANAGING PEOPLE	<input type="checkbox"/>
<input type="checkbox"/>	[Candidate].[Skills].[Skill]	=	MANAGING TASKS	<input checked="" type="checkbox"/>
<input type="checkbox"/>	[Candidate].[Willing to relocate]	=	Yes	<input type="checkbox"/>
<input type="checkbox"/>	[Candidate].[Owns a Vehicle]	=	True	<input checked="" type="checkbox"/>
<input type="checkbox"/>	[Candidate].[Citizenship]	=	Permanent Resident	<input checked="" type="checkbox"/>

- Your search list has been saved and you can select the **Search** button to run the search.

Modify and/or Rerun a Saved Search List

Launch the **Advanced Search Window** and select the named list from the drop down menu choices. The saved criteria will automatically appear in the search table.



Advanced Search

Search

Search Target: Candidate

Advance mode...

Please make a selection from the left

Operator:

Criteria Value:

☐ Specified ☐ Not Specified

Add Clear

Search List

New Criteria List: New Save As

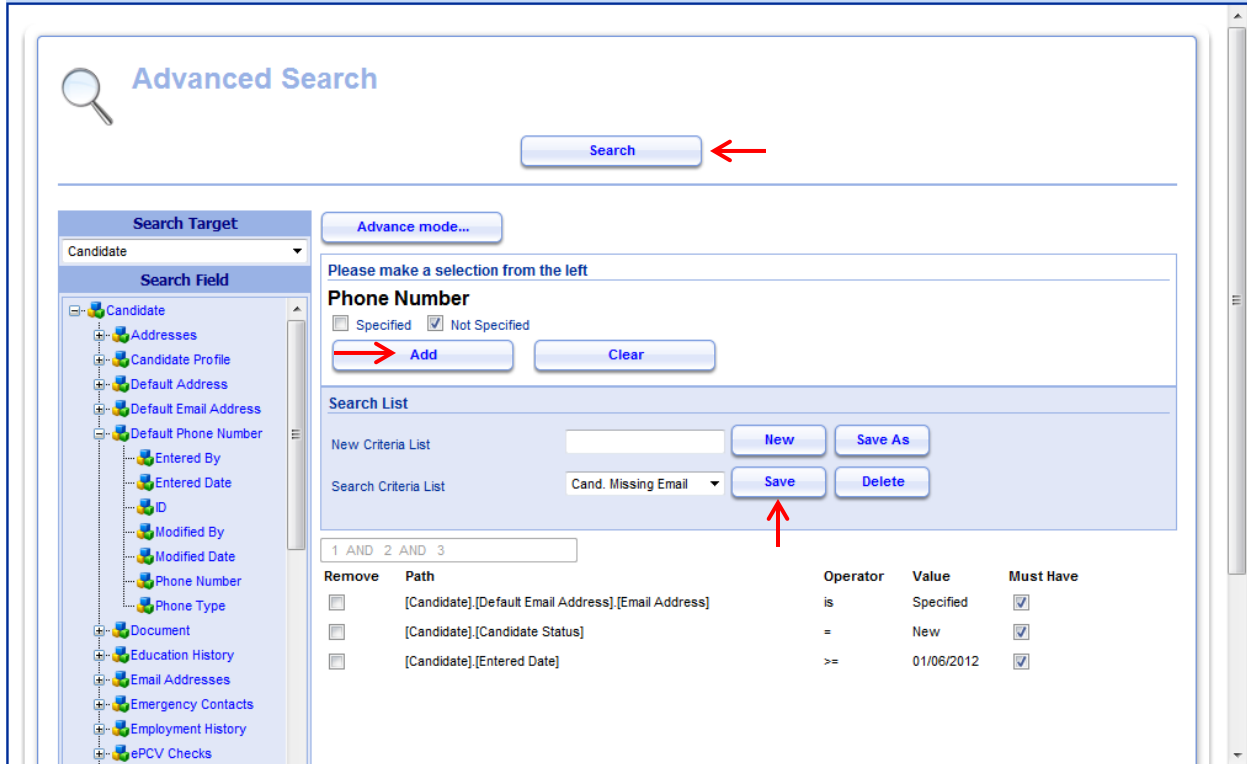
Search Criteria List: Cand. Missing Email Save Delete

Remove Path Operator Value Must Have

Cand. Missing Email
PermManagerSearch
User Last Candidate Search

Option 1 - Add

1. You can add additional criteria by selecting the desired fields from the **Search Fields Table**, make certain you define the **Operator** and **Criteria** value and click **Add**. Click the **Save** button when you have completed your modifications.



Advanced Search

Search Target: Candidate

Search Field: Phone Number

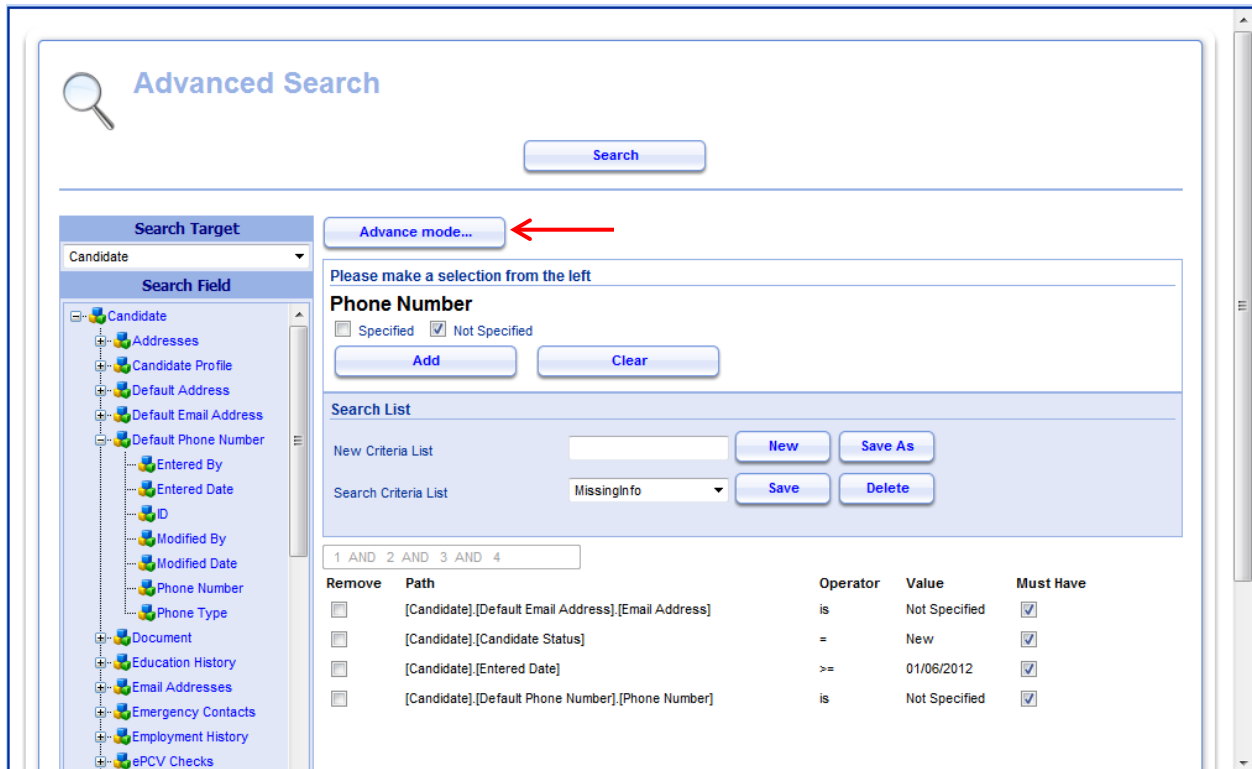
Search List

Remove	Path	Operator	Value	Must Have
<input type="checkbox"/>	[Candidate].[Default Email Address].[Email Address]	is	Specified	<input checked="" type="checkbox"/>
<input type="checkbox"/>	[Candidate].[Candidate Status]	=	New	<input checked="" type="checkbox"/>
<input type="checkbox"/>	[Candidate].[Entered Date]	>=	01/06/2012	<input checked="" type="checkbox"/>

2. Your search list has been saved and you can select the **Search** button to run the search.

Option 2 - Modify

If you wish to modify the order of the selected criteria on your list or perhaps change the **AND** relationship to **OR**, or to **NOT**, click on the **Advanced Mode** button in the **Advanced Search** window.



Advanced Search

Search

Search Target: Candidate

Advance mode...

Please make a selection from the left

Phone Number

☐ Specified ☒ Not Specified

Add Clear

Search List

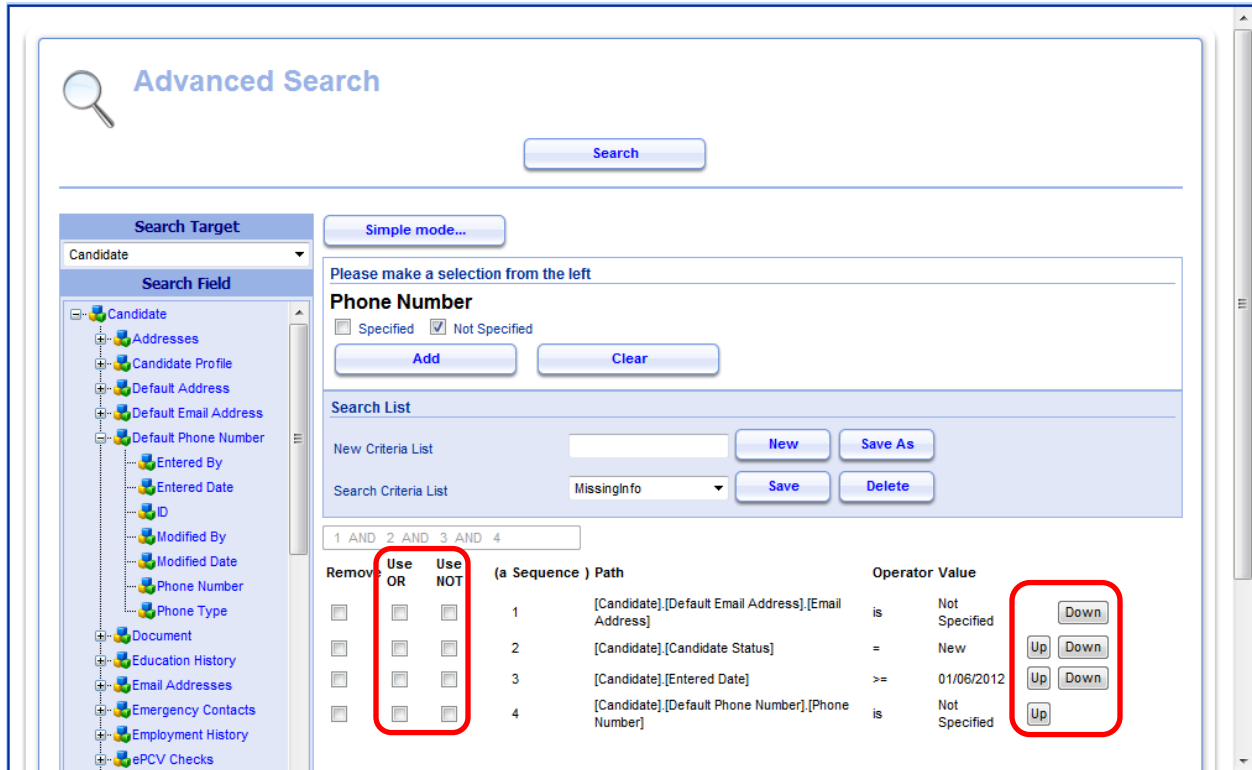
New Criteria List: [] New Save As

Search Criteria List: MissingInfo Save Delete

1 AND 2 AND 3 AND 4

Remove	Path	Operator	Value	Must Have
<input type="checkbox"/>	[Candidate].[Default Email Address].[Email Address]	is	Not Specified	<input checked="" type="checkbox"/>
<input type="checkbox"/>	[Candidate].[Candidate Status]	=	New	<input checked="" type="checkbox"/>
<input type="checkbox"/>	[Candidate].[Entered Date]	>=	01/06/2012	<input checked="" type="checkbox"/>
<input type="checkbox"/>	[Candidate].[Default Phone Number].[Phone Number]	is	Not Specified	<input checked="" type="checkbox"/>

Use the **Up** and **Down** buttons to reorder the criteria or check the **Use OR** box to change the **AND** relationship to **OR**. Click the **Save** button when your modifications are complete.



Advanced Search

Search Target
Candidate

Search Field
Candidate
Addresses
Candidate Profile
Default Address
Default Email Address
Default Phone Number
Entered By
Entered Date
ID
Modified By
Modified Date
Phone Number
Phone Type
Document
Education History
Email Addresses
Emergency Contacts
Employment History
ePCV Checks

Simple mode...

Please make a selection from the left
Phone Number
☐ Specified ☒ Not Specified
Add **Clear**

Search List
New Criteria List **New** **Save As**
Search Criteria List MissingInfo **Save** **Delete**

1 AND 2 AND 3 AND 4

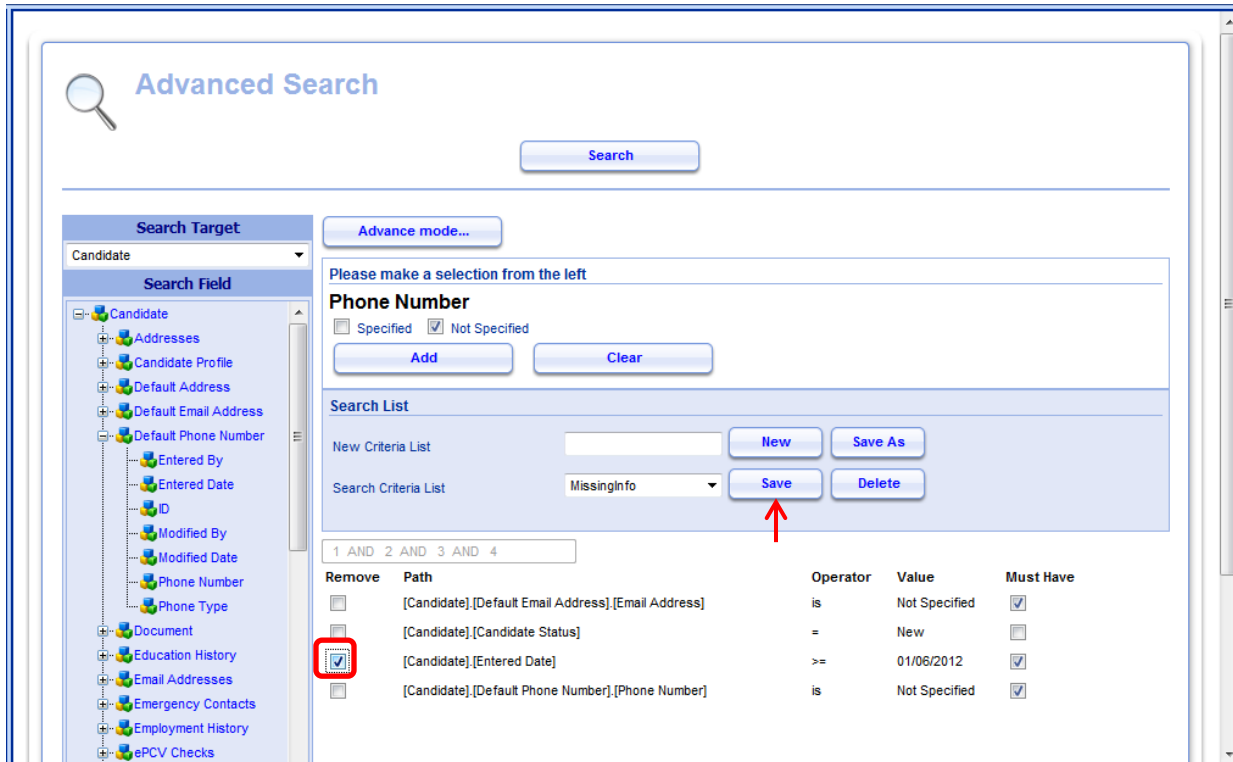
Remove	Use OR	Use NOT	(a Sequence) Path	Operator	Value	Up	Down
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1 [Candidate].[Default Email Address].[Email Address]	is	Not Specified		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2 [Candidate].[Candidate Status]	=	New	<input type="button" value="Up"/>	<input type="button" value="Down"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3 [Candidate].[Entered Date]	>=	01/06/2012	<input type="button" value="Up"/>	<input type="button" value="Down"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4 [Candidate].[Default Phone Number].[Phone Number]	is	Not Specified	<input type="button" value="Up"/>	

? Did you know?

The **Advanced mode** button changes to **Simple mode...** to allow you to return to not seeing the **OR** and **NOT** operators.

Option 3 - Remove

You can remove criterion from the list by checking the corresponding box under the **Remove Column**. Criterion must be removed one at a time and the screen will need to refresh between each criterion removed. Click the **save** button when modifications are complete.



Advanced Search

Search

Search Target: Candidate

Advance mode...

Please make a selection from the left

Phone Number

☐ Specified ☒ Not Specified

Add Clear

Search List

New Criteria List: New Save As

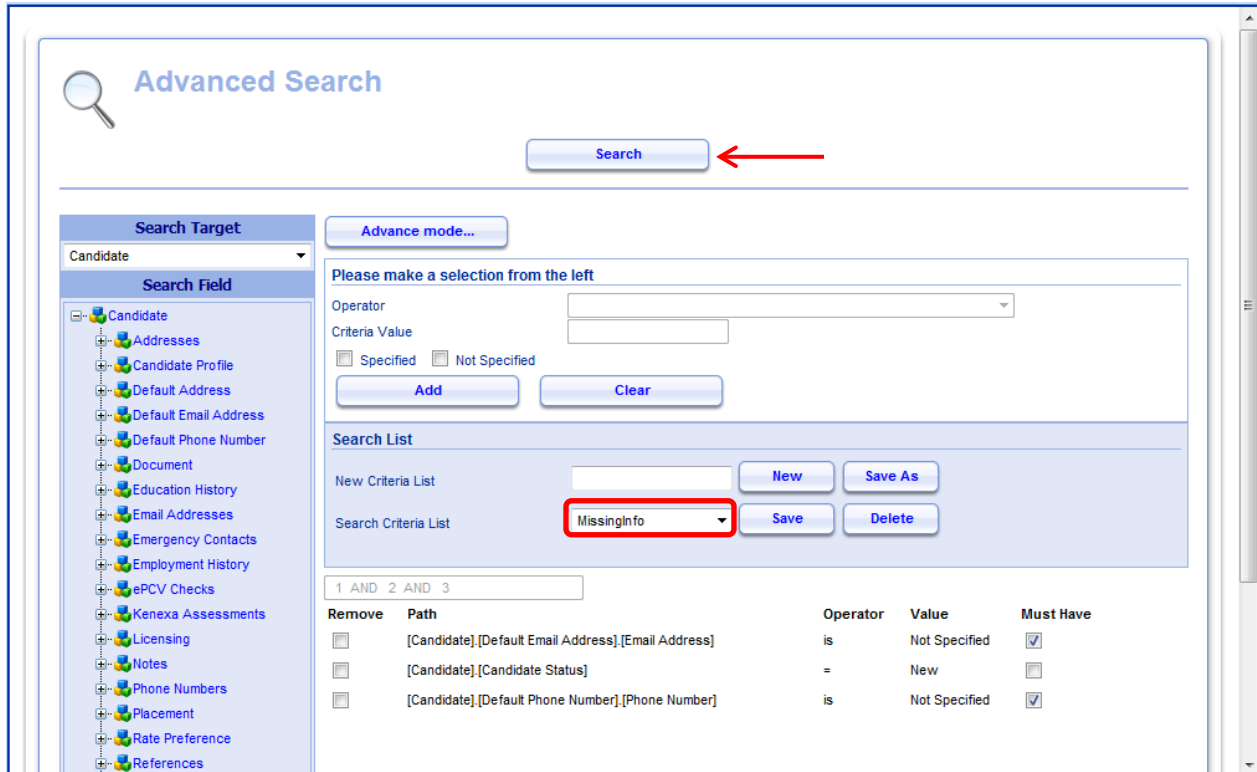
Search Criteria List: MissingInfo Save Delete

1 AND 2 AND 3 AND 4

Remove	Path	Operator	Value	Must Have
<input type="checkbox"/>	[Candidate].[Default Email Address].[Email Address]	is	Not Specified	<input checked="" type="checkbox"/>
<input type="checkbox"/>	[Candidate].[Candidate Status]	=	New	<input type="checkbox"/>
<input checked="" type="checkbox"/>	[Candidate].[Entered Date]	>=	01/06/2012	<input checked="" type="checkbox"/>
<input type="checkbox"/>	[Candidate].[Default Phone Number].[Phone Number]	is	Not Specified	<input checked="" type="checkbox"/>

Option 4 - Rerun

To **Rerun** a search select the list from the **Search Criteria List** field and click the **search** button.



Advanced Search

Search

Search Target
Candidate

Search Field

- Candidate
 - Addresses
 - Candidate Profile
 - Default Address
 - Default Email Address
 - Default Phone Number
 - Document
 - Education History
 - Email Addresses
 - Emergency Contacts
 - Employment History
 - PePCV Checks
 - Kenexa Assessments
 - Licensing
 - Notes
 - Phone Numbers
 - Placement
 - Rate Preference
 - References

Advance mode...

Please make a selection from the left

Operator:

Criteria Value:

☐ Specified ☐ Not Specified

Add **Clear**

Search List

New Criteria List: **New** **Save As**

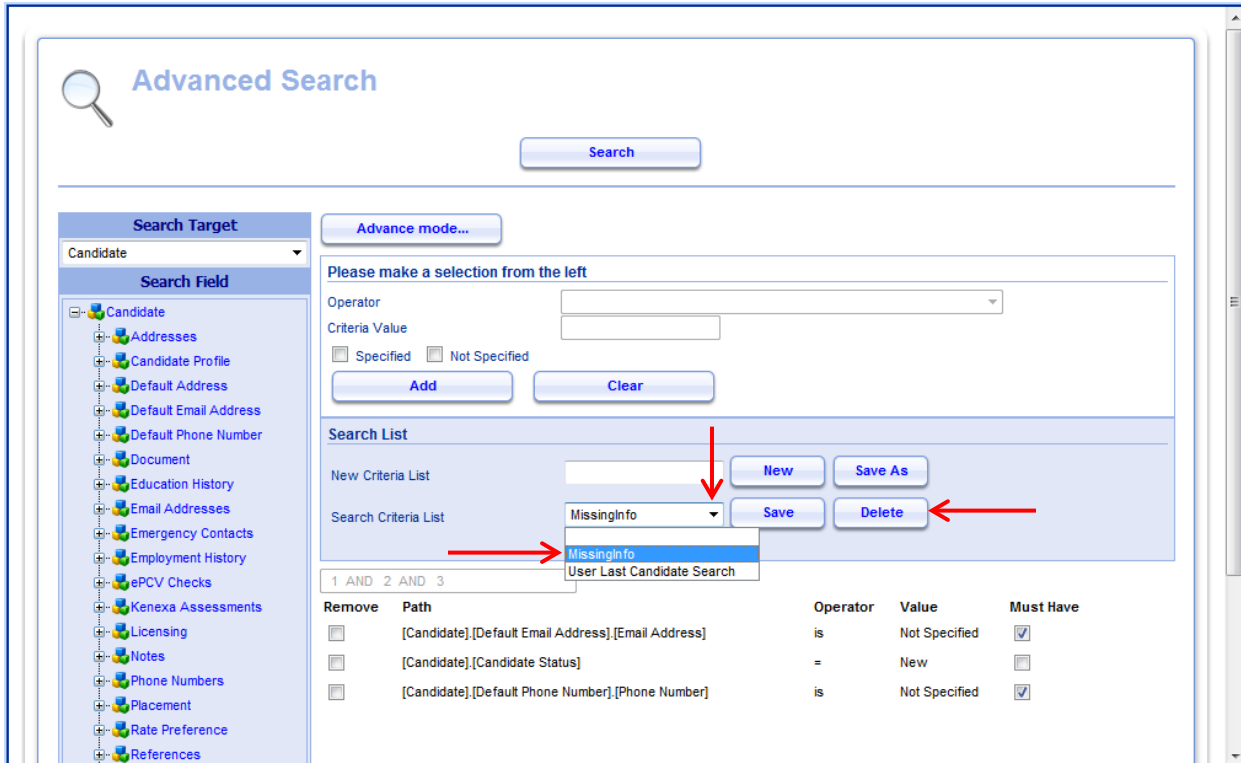
Search Criteria List: **MissingInfo** **Save** **Delete**

1 AND 2 AND 3

Remove	Path	Operator	Value	Must Have
<input type="checkbox"/>	[Candidate].[Default Email Address].[Email Address]	is	Not Specified	<input checked="" type="checkbox"/>
<input type="checkbox"/>	[Candidate].[Candidate Status]	=	New	<input type="checkbox"/>
<input type="checkbox"/>	[Candidate].[Default Phone Number].[Phone Number]	is	Not Specified	<input checked="" type="checkbox"/>

Deleting a Saved Search List

1. To **Delete** a list you have created select the desired List Name from the **Search Criteria List** drop down menu and then click **Delete**.



The screenshot shows the 'Advanced Search' interface. On the left is a 'Search Target' dropdown set to 'Candidate' and a 'Search Field' tree. The main area has a 'Please make a selection from the left' section with 'Operator' and 'Criteria Value' fields. Below this is the 'Search List' section, which includes a 'New Criteria List' dropdown, a 'Search Criteria List' dropdown (currently showing 'MissingInfo'), and buttons for 'New', 'Save As', 'Save', and 'Delete'. A red arrow points to the 'Delete' button. Another red arrow points to the 'MissingInfo' dropdown, which has a dropdown menu open showing 'MissingInfo' and 'User Last Candidate Search'.

Remove	Path	Operator	Value	Must Have
<input type="checkbox"/>	[Candidate].[Default Email Address].[Email Address]	is	Not Specified	<input checked="" type="checkbox"/>
<input type="checkbox"/>	[Candidate].[Candidate Status]	=	New	<input type="checkbox"/>
<input type="checkbox"/>	[Candidate].[Default Phone Number].[Phone Number]	is	Not Specified	<input checked="" type="checkbox"/>

Global Search

The Global Search feature allows you to utilize CURA's Broadbean Search Integration to source Candidates from popular resume databases such as, Monster, CareerBuilder, or Dice, and seamlessly import candidate resumes into CURA.

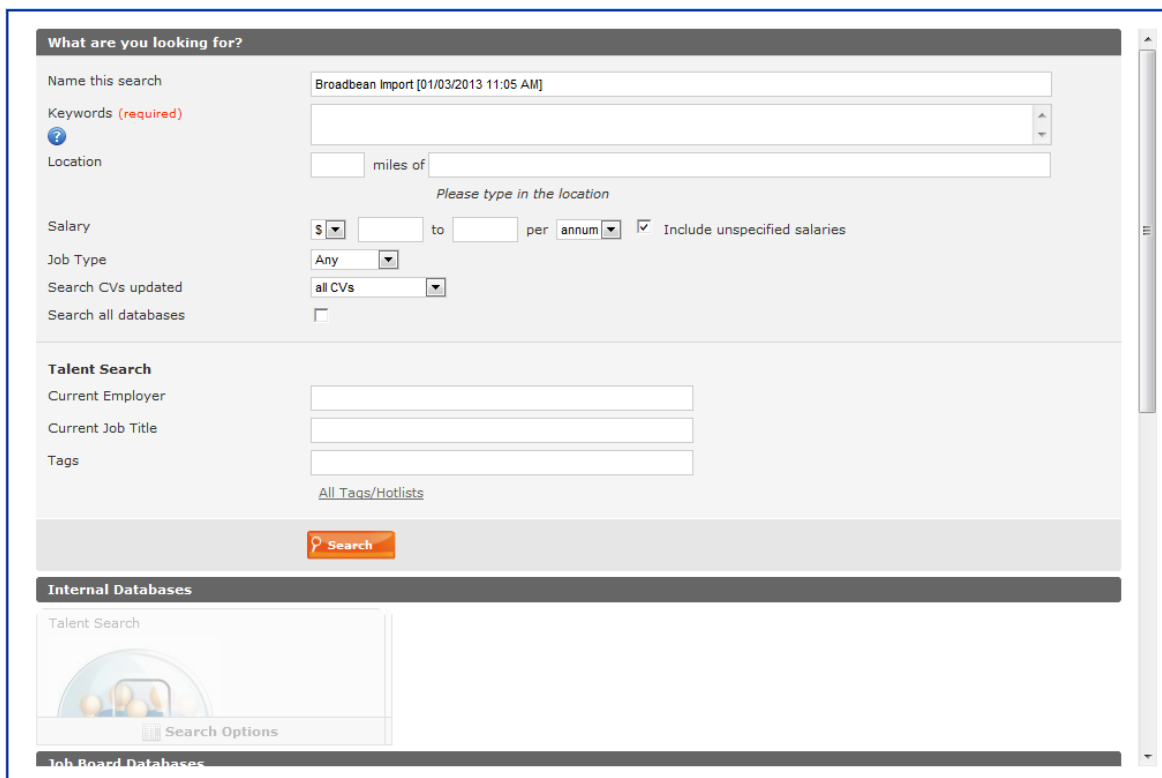
1. Select the magnifying glass Search Icon.



2. Then select the Global Search button.



3. The screen will take a few seconds refresh and display the Broadbean integration in CURA's main pane.

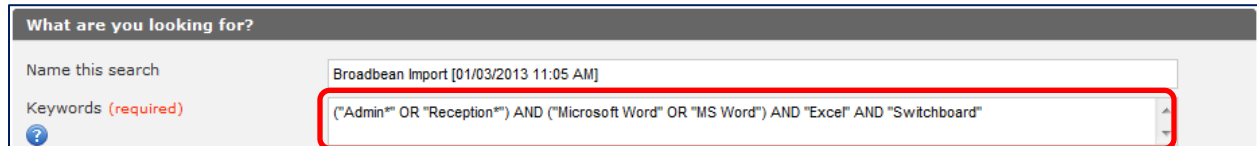



Please Note:

The name of your search will be populated automatically. While it can be modified in this screen, the changes will not carry through to CURA.

Broadbean Searching

1. In the **Keywords (required)** field, enter your search criteria as you would when conducting a Boolean Search. For more information on Boolean Searching, please refer to page 18.

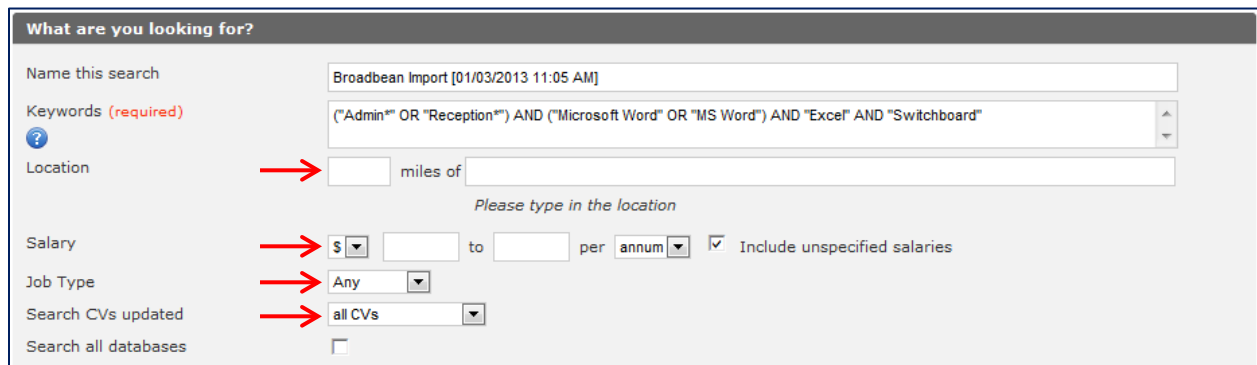


What are you looking for?

Name this search: Broadbean Import [01/03/2013 11:05 AM]

Keywords (required): ("Admin*" OR "Reception*") AND ("Microsoft Word" OR "MS Word") AND "Excel" AND "Switchboard"

2. You may also opt to use a search radius by Postal/Zip Code, search by salary range or job type, and you can specify whether you wish to search on CVs updated within a selected date range from the drop down menu.



What are you looking for?

Name this search: Broadbean Import [01/03/2013 11:05 AM]

Keywords (required): ("Admin*" OR "Reception*") AND ("Microsoft Word" OR "MS Word") AND "Excel" AND "Switchboard"

Location: [] miles of [] Please type in the location

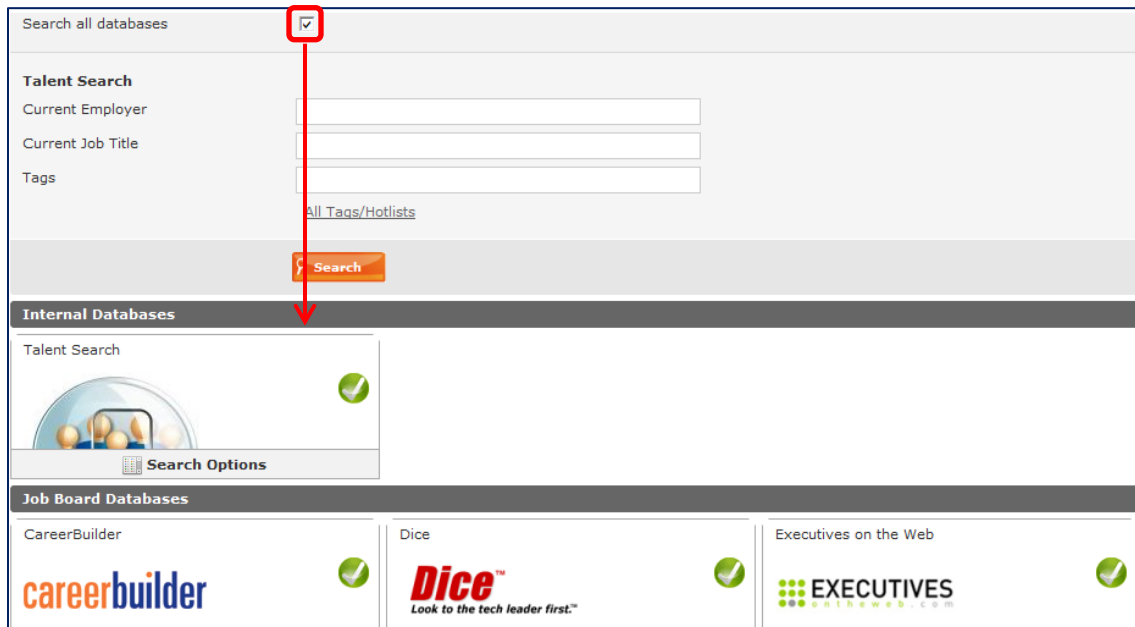
Salary: \$ [] to [] per annum [] ☒ Include unspecified salaries

Job Type: Any

Search CVs updated: all CVs

Search all databases: ☐

3. You may choose to select the **Search All Databases** checkbox, which will automatically select all available databases.



Search all databases: ☒

Talent Search

Current Employer: []

Current Job Title: []

Tags: []

All Tags/Hotlists

Search

Internal Databases

Talent Search

Search Options

Job Board Databases

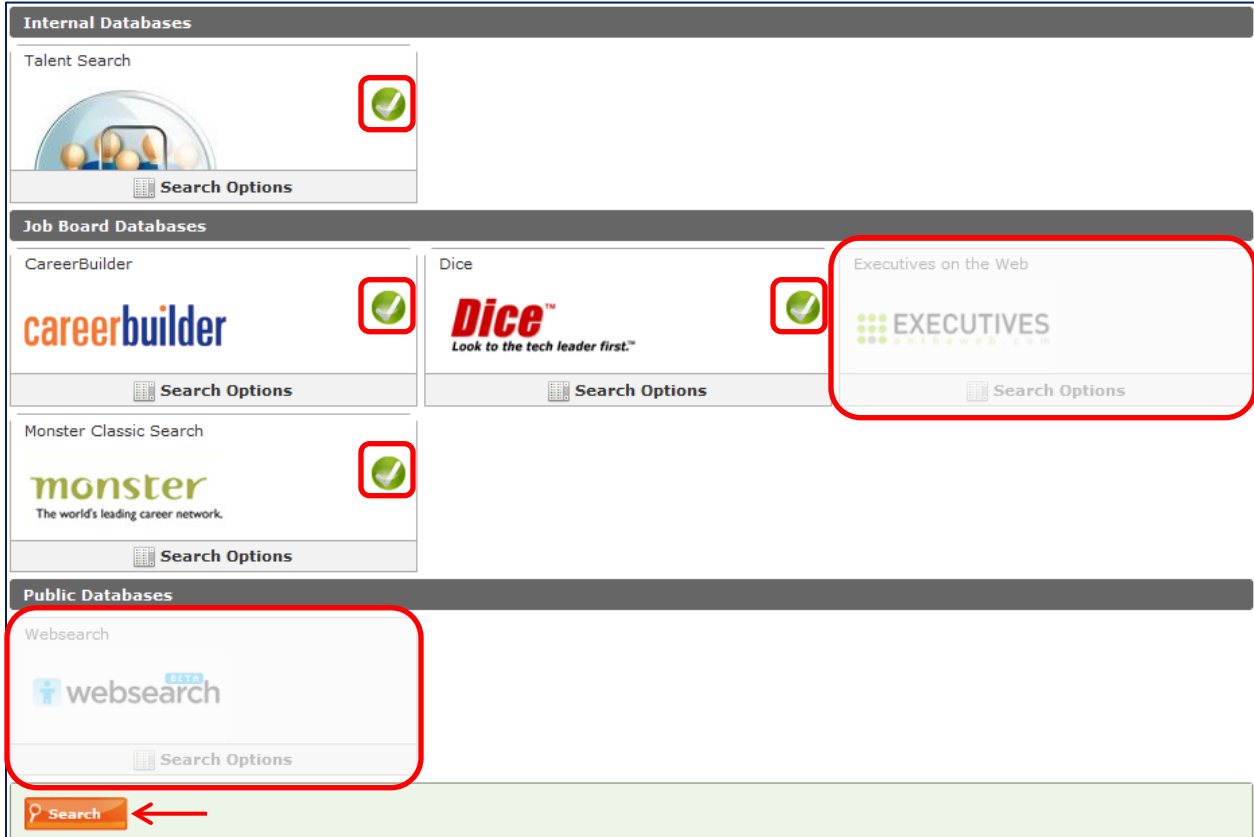
CareerBuilder

Dice

Executives on the Web

4. Alternatively, you may simply scroll down the page to see all of the available database options. Select the ones you wish to include, which will place a green checkmark on the database. Any database left unselected will remain greyed out.

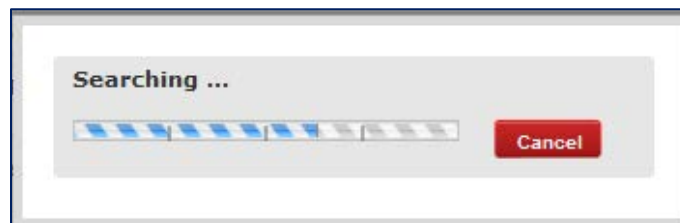
Once you are satisfied with your selections, select Search at the bottom of the screen.



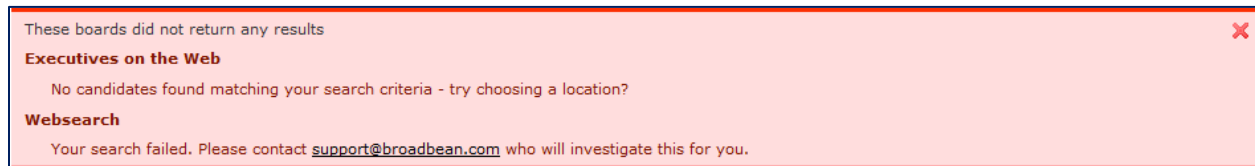

Please Note:

To configure your resume databases, you will need to work with your Broadbean support representative. In many cases, you will require an account with resume search databases; however, there are always free ones available such as LinkedIn and Dice.

5. The search may take a few moments. Please be patient as the page loads.

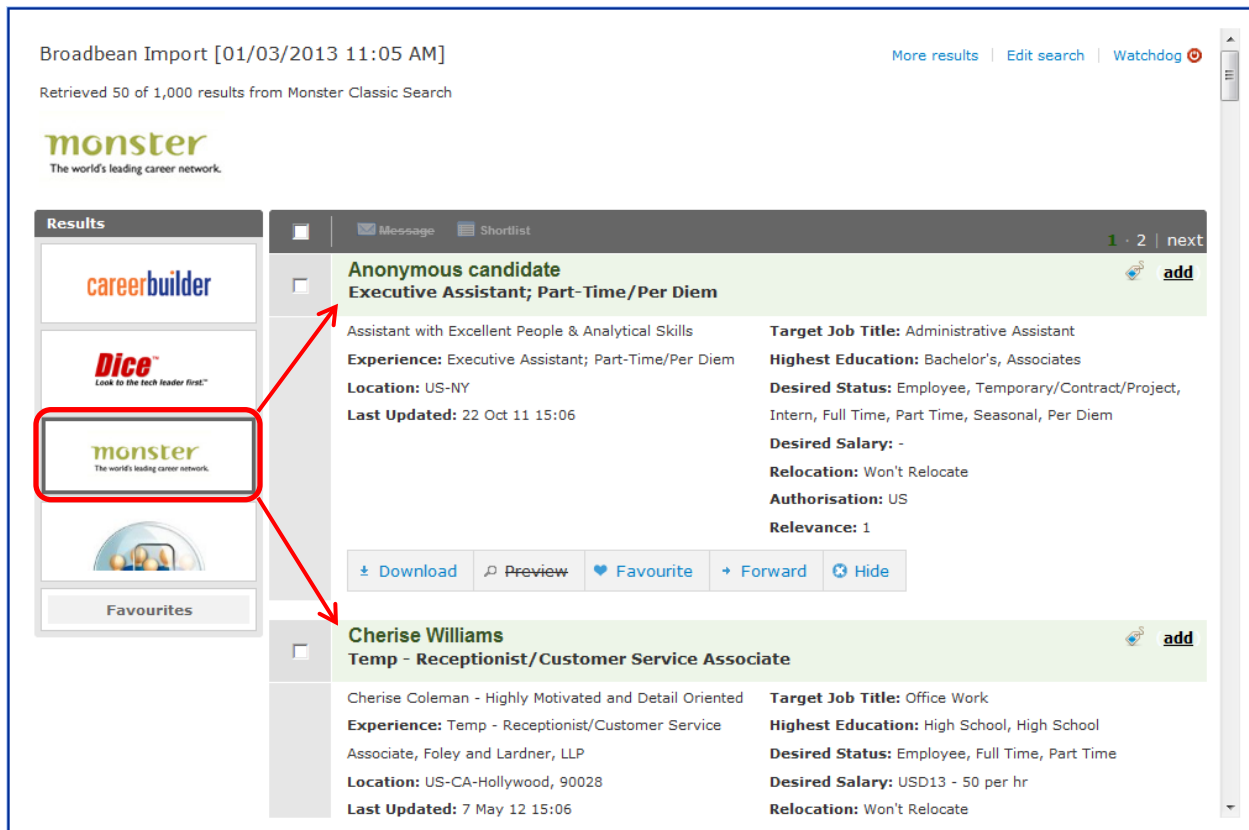


- If your search does not generate any results, you will receive the following error message.



Simply close the error message by selecting the X and modify your criteria, which is available below the error message.

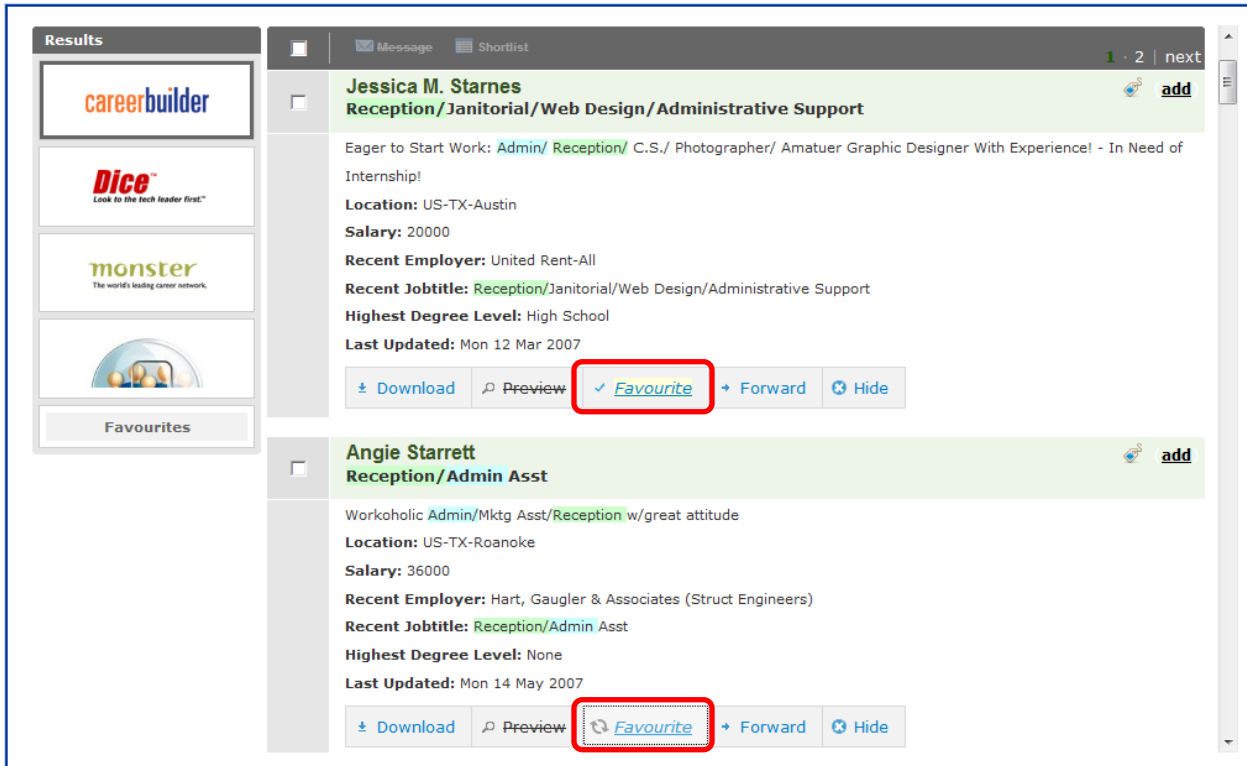
Otherwise, your search results will display in the main screen, divided by each of the databases selected.



Working with Broadbean Search Results

Now that you have your Broadbean search results, you may scroll through the resulting candidates within each of the databases.

1. Using the available information, review each of the candidates and for those whom you wish to pull into CURA, select the **Favourite** button.



The screenshot displays a web interface for search results. On the left, there is a sidebar with logos for 'careerbuilder', 'Dice', 'monster', and a 'Favourites' button. The main area shows two candidate profiles. Each profile includes a checkbox, a name, a job title, and various details like location, salary, employer, and job title. At the bottom of each profile, there are buttons for 'Download', 'Preview', 'Favourite', 'Forward', and 'Hide'. The 'Favourite' button for both candidates is highlighted with a red box.

Results

Message Shortlist 1 2 next

☐ **Jessica M. Starnes** Reception/Janitorial/Web Design/Administrative Support add

Eager to Start Work: Admin/ Reception/ C.S./ Photographer/ Amatuer Graphic Designer With Experience! - In Need of Internship!

Location: US-TX-Austin

Salary: 20000

Recent Employer: United Rent-All

Recent Jobtitle: Reception/Janitorial/Web Design/Administrative Support

Highest Degree Level: High School

Last Updated: Mon 12 Mar 2007

Download Preview **Favourite** Forward Hide

☐ **Angie Starrett** Reception/Admin Asst add

Workoholic Admin/Mktg Asst/Reception w/great attitude

Location: US-TX-Roanoke

Salary: 36000

Recent Employer: Hart, Gaugler & Associates (Struct Engineers)

Recent Jobtitle: Reception/Admin Asst

Highest Degree Level: None

Last Updated: Mon 14 May 2007

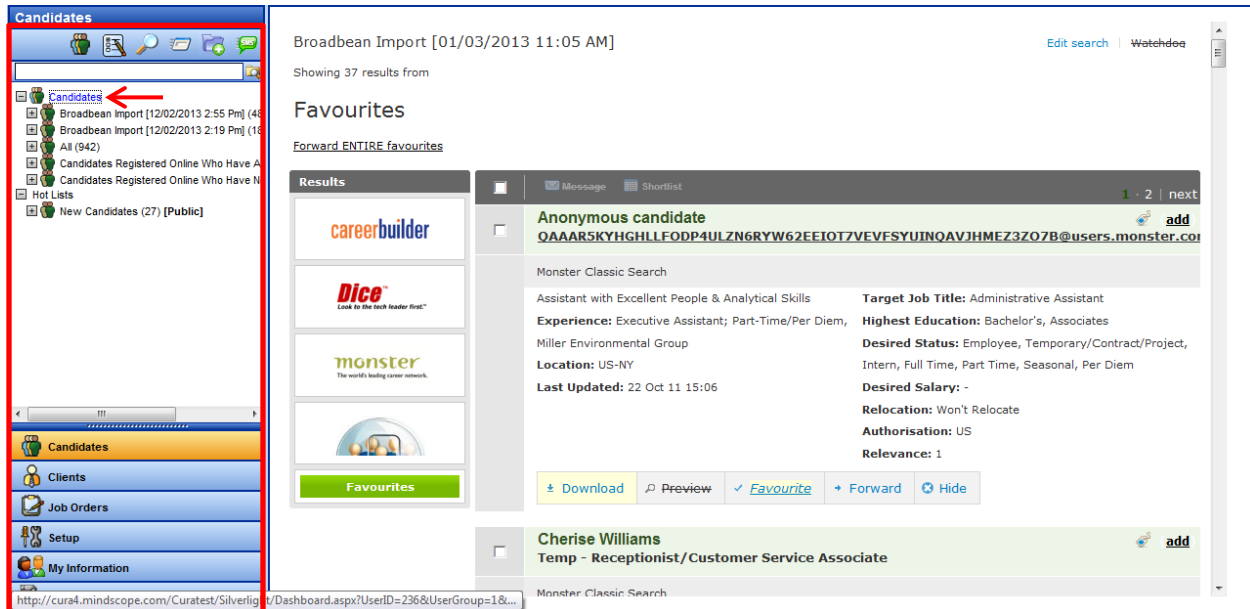
Download Preview **Favourite** Forward Hide



Please Note:

Selecting the Favourite button initiates the candidate to be pushed to CURA.

- Once you are satisfied with all of your selections, click anywhere in the original CURA screen. Doing so will prompt the Global Search to be populated in CURA as its own Broadbean list.



The screenshot shows the CURA interface. On the left, the 'Candidates' list is highlighted with a red box. A red arrow points to the 'Candidates' link. The main area displays search results for 'Broadbean Import [01/03/2013 11:05 AM]'. It shows 37 results from 'Favourites'. The results list includes 'Anonymous candidate' and 'Cherise Williams'. The 'Anonymous candidate' details include: Assistant with Excellent People & Analytical Skills, Target Job Title: Administrative Assistant, Highest Education: Bachelor's, Associates, Desired Status: Employee, Temporary/Contract/Project, Intern, Full Time, Part Time, Seasonal, Per Diem, Desired Salary: -, Relocation: Won't Relocate, Authorisation: US, Relevance: 1. The 'Cherise Williams' details include: Temp - Receptionist/Customer Service Associate.

- The Broadbean Import lists are often available in CURA in minutes, however it can take up to 24 hours, so you may be required to refresh your application periodically until the entire list pulls through into CURA.

If you conduct multiple Broadbean searches, each will be available in the candidates list, with the most recent on top.



The screenshot shows the 'Candidates' list in the CURA interface. The list includes: 'Broadbean Import [01/03/2013 11:05 Am] (37)', 'Broadbean Import [12/02/2013 2:55 Pm] (48)', 'Broadbean Import [12/02/2013 2:19 Pm] (18)', 'All (973)', 'Candidates Registered Online Who Have Applied For Jobs (13)', 'Candidates Registered Online Who Have Not Applied For Jobs (95)', 'Hot Lists', and 'New Candidates (27) [Public]'. The 'Broadbean Import [01/03/2013 11:05 Am] (37)' entry is highlighted with a red box.



Please Note:

You can refresh your CURA application to view the updated Broadbean Import List by either logging out and then logging back into CURA, or by simply selecting F5 on your keyboard.

- Select the Broadbean Import list to see the new CURA candidate records.

Candidates

Candidates

Broadbean Import [01/03/2013 11:05 Am]

Broadbean Import [12/02/2013 2:55 Pm] (48)

Broadbean Import [12/02/2013 2:19 Pm] (18)

All (973)

Candidates Registered Online Who Have A

Candidates Registered Online Who Have N

Hot Lists

New Candidates (27) [Public]

Candidates

Clients

Job Orders

Setup

My Information

Tools

Search Candidates

Global Search

Advanced Search

Search

General Information

Skills

Custom Fields

Results

Division : --Not Specified--

Department : --Not Specified--

Office : --Not Specified--

Owner : --Not Specified--

1

Total Records

Rows/Page : 50

Sort By : Rank

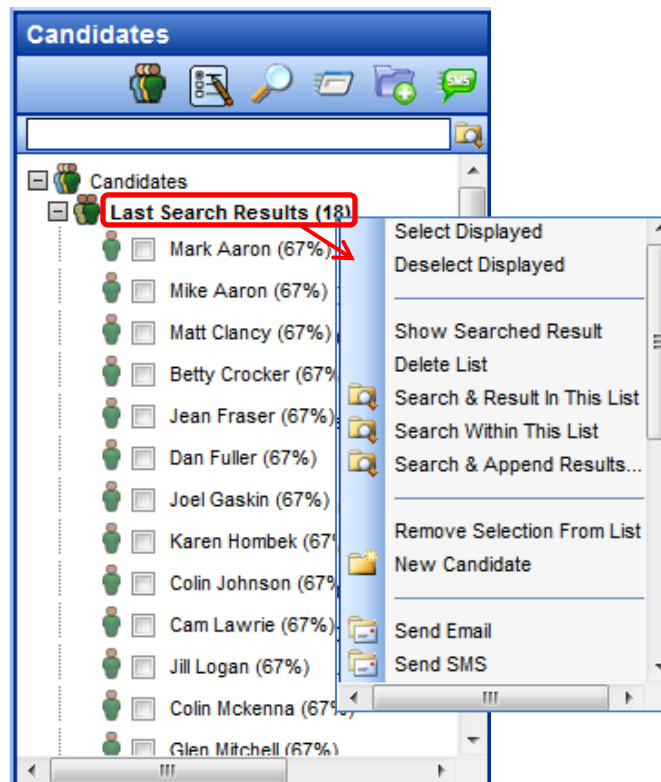
Selected Candidates : --Action--

	Name	Status	Marketing Source	Source Name	Phone	Title	Company Name	Email
<input type="checkbox"/>	Richard Acosta	Available			(648) 436-0560			racosta32@gmail.com
<input type="checkbox"/>	Veronica Ademoye	Available	Other	Broadbean	(414) 426-8075	Web Developer	Wells Fargo	veronica.ademoye@hotmail.com
<input type="checkbox"/>	Jennifer Angel	Available			(832) 372-2407			jenricarte@yahoo.com
<input type="checkbox"/>	Nicole Assing	Available			5197770065			n_assingca@yahoo.ca
<input type="checkbox"/>	Aldjana Avdic	Available			(618) 634-7369			aldjana0303@gmail.com
<input type="checkbox"/>	Latrina Boyd	Available			(347) 749-1776			trinamichelle77@gmail.com
<input type="checkbox"/>	Mary Brower	Available			(610) 505-5986			marybeth.brower@gmail.com
<input type="checkbox"/>	Donita Bunch	Available			9149689737			dbunch664@aol.com
<input type="checkbox"/>	Denise Byrne	Available			(509) 990-8323			denisebyr@gmail.com
<input type="checkbox"/>	Anonymous Candidate	Available			Unknown			kyhghlfodp4ulzn6ryw62eeiot7vevfyuinquvjhmez3zo7b@users.monster.com
<input type="checkbox"/>	Jeanette Collins	Available			(408) 724-2777			unique755@yahoo.com
<input type="checkbox"/>	Belinda Connors	Available			(757) 748-1422			snowflakes27@yahoo.com

Working with your Search Results Lists

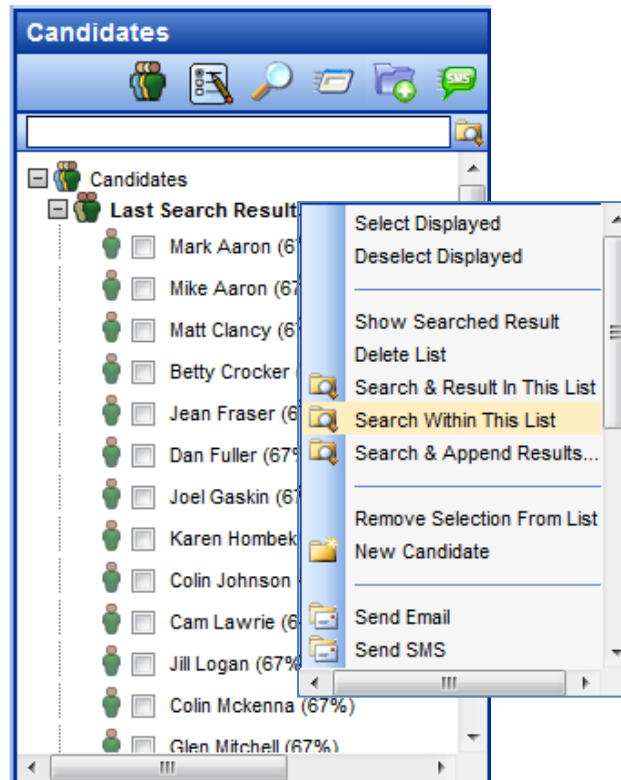
Now that you have results lists to work with, you can manage and use the lists in various ways. For this example, we will be working with your **Last Search Result** list. All of the options available in this section are accessed in the same way.

Right Click on the **Last Search Results** title at the top to the results section to launch the menu and scroll through to select the desired action. Some of the options available are highlighted below.



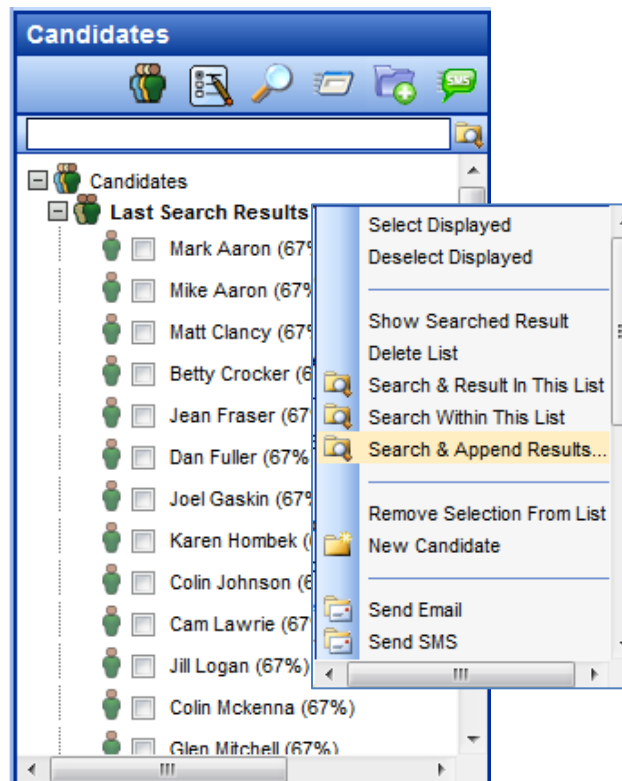
Search Within This List

If you have a Search Results List with a large number of records you may wish to further refine your search creating a more manageable number of records to deal with. Searching within the list allows you to narrow down or refine your results by rerunning a search and removing records from Result List. The **Basic Search Window** will automatically open and you can refine your search criteria there or within the **Advanced Search** window.



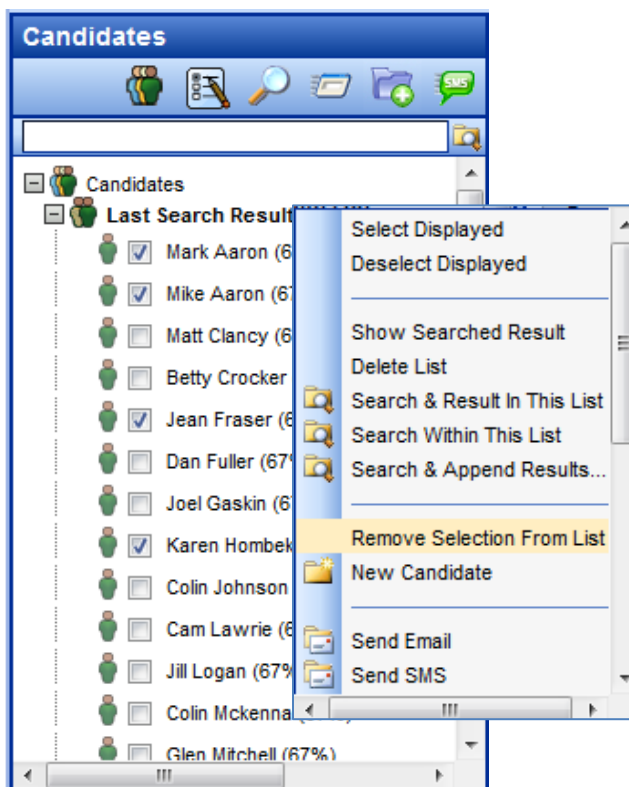
Search & Append

If you find too few records are brought back for a search you have performed you may opt to search and append the results which allows you to expand your results by expanding your search criteria, thus adding records to the Result List. Selecting Search & Append from the menu launches the **Basic Search Window** where choose both Basic and **Advanced** search criteria.



Remove Selection From List

As you work with your list you may wish to manage the list by removing records that have been vetted and/or updated. 1) Place a **Check Mark** next to the candidate you wish to remove 2) **Right Click** on the **Last Search Results** title and 3) select **Remove Selection from List**.



Please Note:

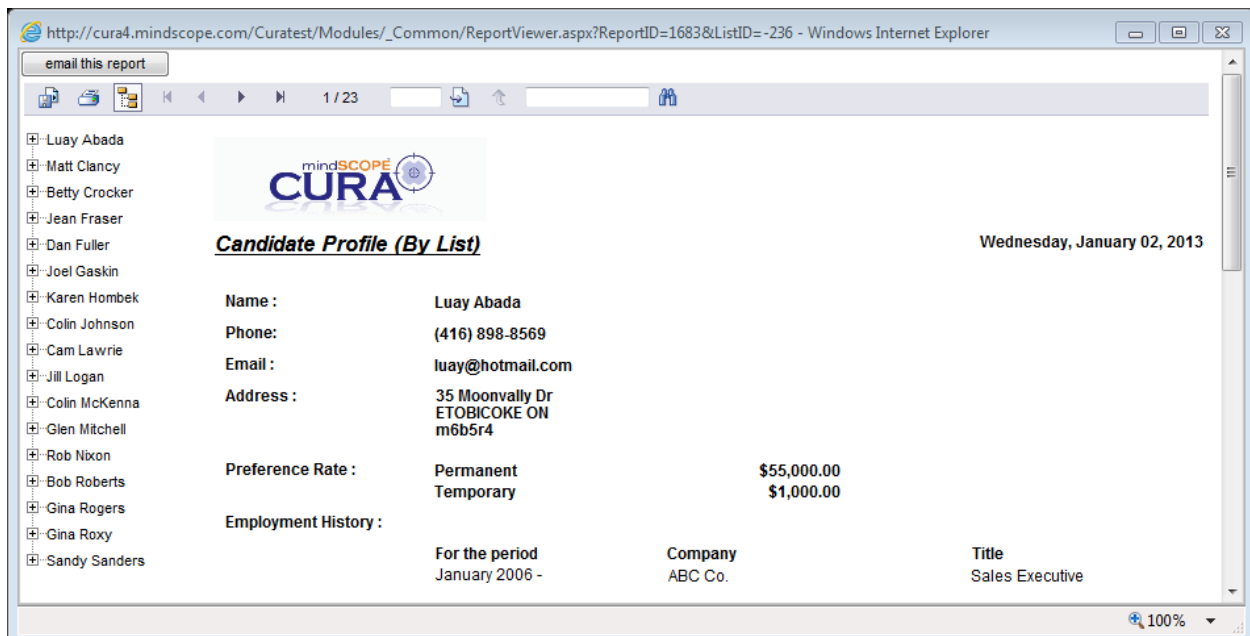
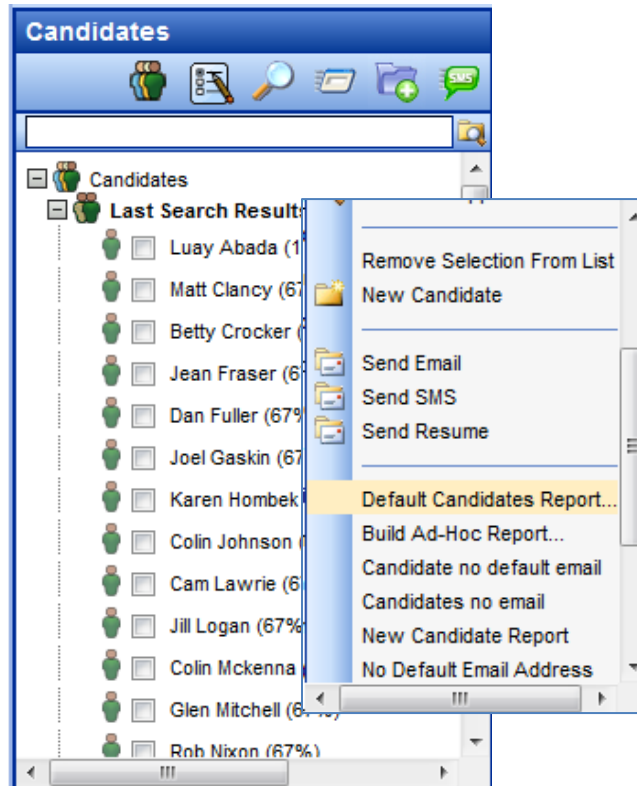
Removing records from the List does not delete them from the database.

Did you know?

You can select multiple records and remove them all at once.

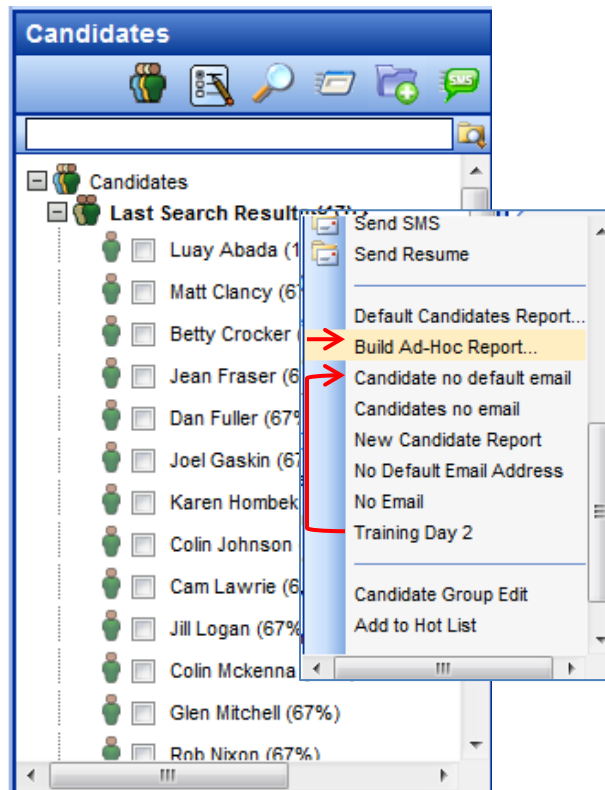
Run Default Report

This feature creates a report with basic information from selected each record. The information provided varies module to module.



Build Ad-Hoc Report

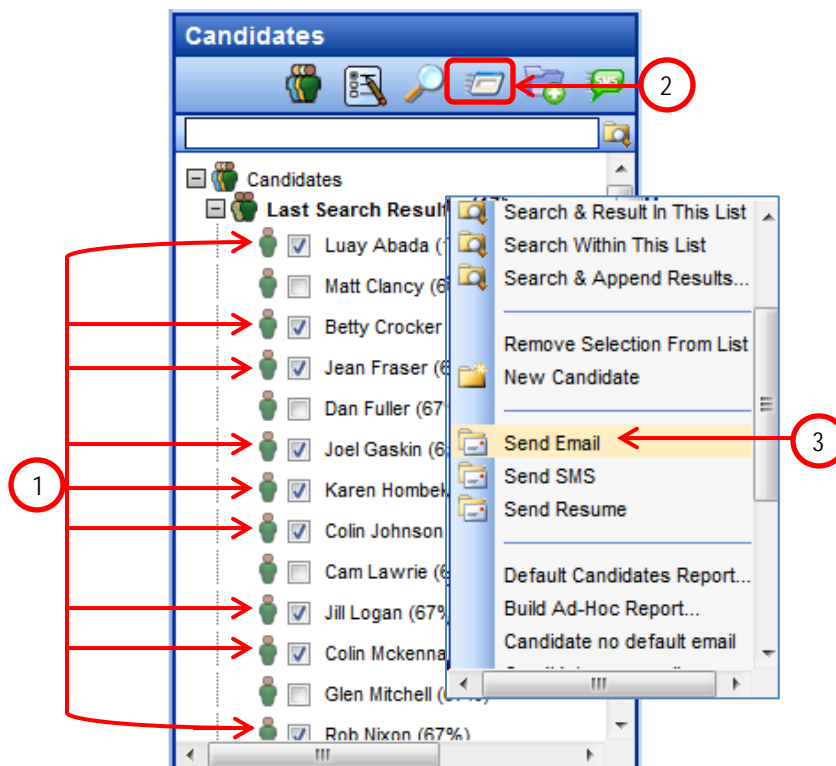
Using search results, the Ad Hoc report feature allows you to create a dynamic report with the data you want to include. You can choose to build a new ad hoc report or run an already created report. Please refer to the separate **Ad-Hoc Manual** for details on how to build and run Ad-Hoc reports.



Send a Mass Email

Select numerous records and use the template builder to send a mass email. This feature is available only in Candidate and Client modules.

- 1) Place a check mark alongside the candidates you wish to include in the email blast.
 - 2) Click on the **Email** icon to launch the email form. Please refer to the section on Emailing for details on how to build and use templates.
- OR
- 3) You may right click on the Last Search Results list to prepare an email with the selected Candidates' modified resumes attached by selecting **Send Resume**.



? Did you know?

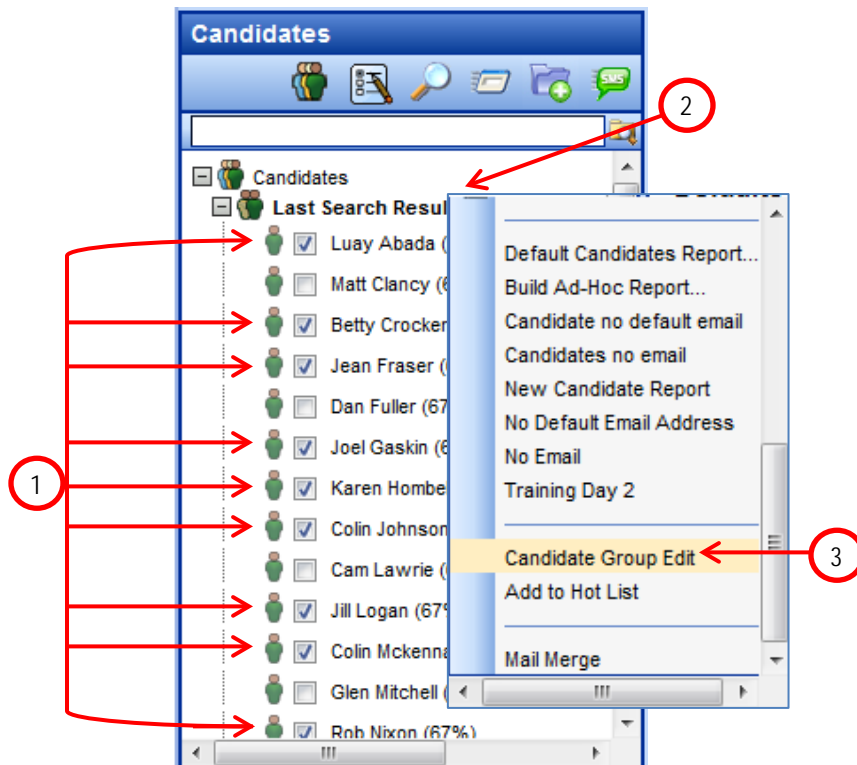
You can **Right Click** on the **Last Search Results** title and chose **Select All**, if you wish to include all records on the list in the email blast.

You may also send emails from the Last Search Results menu.

Group Edit

You can add remove or edit information across multiple records with one data entry process.

- 1) Place a check mark adjacent to the candidate's records you wish to edit.
- 2) Right Click on the Last Search Results list
- 3) Select the **Group Edit** option. For more information on performing Group Edits please refer to **The Candidate Group Edit** section of the CURA User Manual.



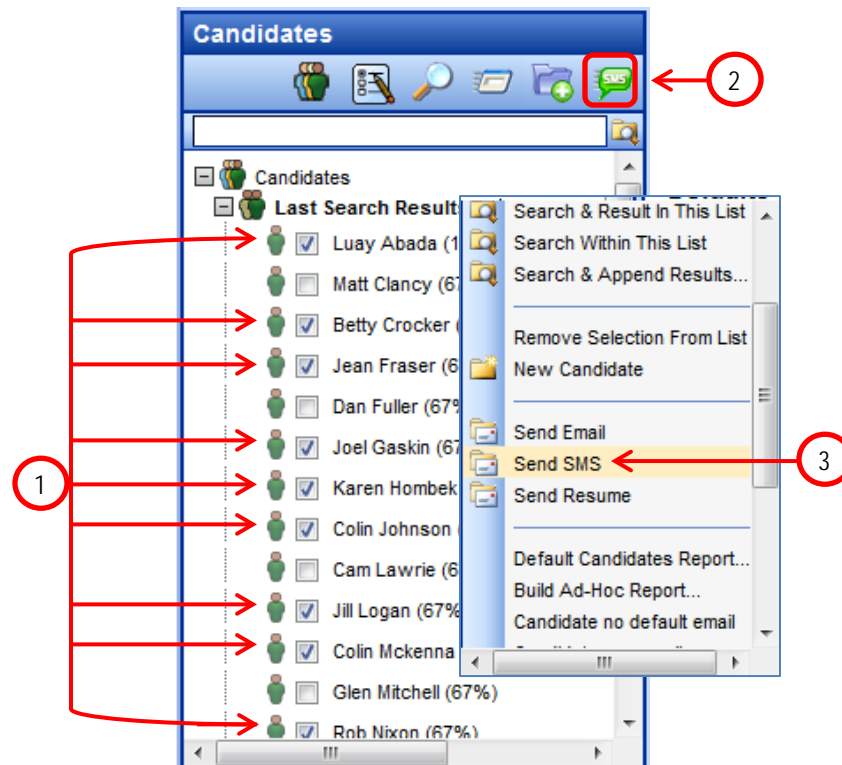
Did you know?

You can **Right Click** on the **Last Search Results** title and chose **Select All**, if you wish to include all records on the list in the group edit.

SMS

CURA's SMS feature allows you to send text messages to Candidates. Please note, the SMS is an add-on feature. For more information refer to the SMS section of the manual or contact your sales representative.

- 1) Place a check mark alongside the candidates you wish to include in the email blast.
 - 2) Click on the **SMS** icon to launch the SMS text message form. Please refer to the section on SMS starting on page 657 for details on how to build and use templates.
- OR
- 3) You may also right click on the Last Search Results list to prepare an email with the selected Candidates' modified resumes attached by selecting **Send SMS**.



Mail Merge

CURA allows you to use the database fields for sending emails and for printing form letters envelopes and labels. While you are able to use fields from the Candidate, Client or Job Order record this feature is available only in Candidate and Client Module. Please refer to the Mail Merge section for information on how to build and use the Mail Merge feature.

- 1) Place a check mark adjacent to the candidate's records you wish to include in the Mail Merge.
- 2) Right Click on the Last Search Results list.
- 3) Select the **Mail Merge** option.

