

Searching/Filtering Reqs within COS

Clear
This button clears all selected values, resetting all search fields to their default value – blank or otherwise. This button should be clicked *before every new search*.

View entire folder
This link returns you to the req folder with all candidates. Note that this is *not* a search/filter. You will see all candidates whom you have access to see regardless of values selected on this search screen.

Search
This button performs the search based on the criteria selected in the fields below.

Date last loaded
This field is set to **30** by default, but to prevent unintentional exclusion of candidates in your search results, it is best to always select **All** in this field.

Edit search fields
This button opens a pop-up window where you can add or remove fields on which you can perform searches.

Candidates per screen
This field allows you to select the maximum number of candidates you would like displayed on your search results screen. Any amount of candidates yielded in the search results over your value selected here will be displayed on subsequent page(s) to which you must click to view.

Edit output fields
This button opens a pop-up window where you can add or remove candidate-related data that will be displayed for each candidate who is yielded in your search results.

- When searching/filter by selecting multiple values within a single field, results yield anyone with **any** of the values you selected (candidates do not have to have all selected values to return in the search).
- When searching/filter by selecting multiple fields, results yield anyone who has **all** fields selected with at least one of the values you selected.
- When searching within a field that appears multiple times on the same form (education, job duties, etc.), you must search within each field individually.
- Search results cannot be further filtered. In other words, you cannot filter a filter.