

Searching for a job or pre-job

You can search for a specific job or jobs in the list of jobs displayed in the **Jobs** view or **Pre-Jobs** view. The search is performed on all of the jobs in the database. You can select to search for **All Jobs, Jobs or Pre-Jobs**

1. In Job Finder, in the search box located in the upper-right corner, type a search term. A list of all jobs with names that contain the search term is displayed.

Notes:

- You can use uppercase or lowercase letters. The search is not casesensitive.
 - If you do not know the exact name, you can use the "*" wild card in place of one or more letters. For example, if you search for magazine*, you will find all jobs that start with magazine. You can use multiple wild cards in the same search.
2. To narrow your search results or search by other criteria (not job name), you can use the advanced search. To do so, click the down arrow on the right side of the search box, and perform the following actions:
 - a. In the **Search for jobs that match...**, select **All** or **Any**, and then proceed to define the criteria for the search.
 - b. In the first list select an option, then select an option from the second list, and type the appropriate search term in the text box.
 - c. To add additional search criteria, click Plus sign, and repeat step 2b.
 - d. When you finish defining the search criteria, click **Search**.
 - e. To close the advanced search section, click close.

NOTES:

The searching for Keywords has not been implemented yet (PRINERGY-29046).

In 11.6 and later, you can select **Job Notes** and **Custom Fields** (must select '**searchable**' in the **Custom Fields Manager**) in the **Criteria** selection.