Search for an Employee Record
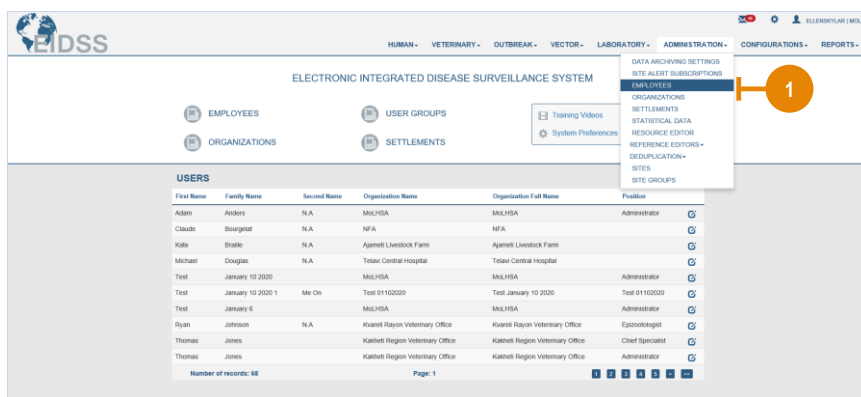
An EIDSS user with the appropriate permissions can locate records in the database. This quick guide presents the steps to search for an employee record.

1. From the **EIDSS Dashboard,** choose **EMPLOYEES** from the **ADMINISTRATION** drop-down menu. The **Employee** screen appears.

2. Enter as much information as possible about the employee for whom you are searching.

> **Tip 1:** To return to the previous screen without saving entered information, click **Cancel.**

> **Tip 2:** To delete entered information, click **Clear.**

3. Click **Search.** The **Search Results** appear displaying the employees who match your **Search Criteria.**