Connect Carolina defaults to search for one workflow form status at a time. To search for more than one workflow form status:

1. Choose in from the drop-down list to the right of Workflow Form Status.
2. Hold down the Ctrl key while clicking on the statuses to search by.
3. Click on the Search button.

Result: The system displays a list of ePARs with the statuses you chose. For this example, the system lists all ePARs with a status of Authorized, Partially Approved, or Pending.

Searching by more than one Workflow Form Status

Connect Carolina defaults to search for one effective date, or action date, at a time. To search for a range of dates:

1. Choose between from the drop-down list to the right of Action Date.
2. Type or choose a date range in the two date fields.
3. Click on the Search button.

Result: The system displays a list of ePARs with the date range you chose. For this example, the system lists all ePARs with an effective date between 11/1 and 11/9/2015.

Tips for Searching for ePARs

Once an ePAR is entered and saved in the system, you can find it using the search page. To navigate to the search page:

1. Choose this menu option:
   - Main Menu HR WorkCenter > ePAR Home Page
2. Click on the Evaluate an ePAR link or click on the View an ePAR link.

Result: The system displays the search page. You can use the following tips to maximize your search for a specific ePAR.

Searching by a range of effective dates
Using a wildcard to search by a range of departments

ConnectCarolina defaults to search by one department at a time. To search by a range of departments:

- Accept the default value of begins with in the field to the right of Department.
- Type the first few numbers of the department range to search by, followed by %.
- Click on the **Search** button.

Result: The system displays a list of ePARs with the department range you selected. For this example the system lists all ePARs that begin with 223.

Using multiple search criteria

To further maximize your search capabilities:

- Complete as many fields as necessary to refine your search.
- Click on the **Search** button.

Result: The system displays a list of ePARs that meet the criteria you chose.

To search for a large range of department numbers:

- Choose **between** from the drop-down list to the right of Department.
- Type the first few numbers of the department range to search by in the two department fields, followed by %.
- Click on the **Search** button.

Result: The system displays a list of ePARs with the department range you chose. For this example, the system lists all ePARs for departments between 42000 and 44999.