

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 more than one Workflow Form Status

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

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

The screenshot shows the search interface with the following fields and options:

- Workflow Form Type: begins with
- Workflow Form Status: in (dropdown menu is open showing a list of statuses: Authorized, Denied, Executed, In Error, On Hold, Partially Approved, Pending, Signed, Withdrawn)
- Original Operator: begins with
- Case Sensitive
- Buttons: Search, Clear, Basic Search, Save Search Criteria

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 a range of effective dates

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

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

The screenshot shows the search interface with the following fields and options:

- Job Family: begins with
- Employee Group: =
- Action Date: between (dropdown menu is open showing two date fields: 11/01/2015 and 11/09/2015)
- Workflow Form Type: begins with
- Workflow Form Status: =
- Original Operator: begins with
- Case Sensitive
- Buttons: Search, Clear, Basic Search, Save Search Criteria

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.

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.

The screenshot shows a search form with the following fields and values:

- Last Name: begins with
- Department: begins with 223%
- Job Family: begins with
- Employee Group: =
- Action Date: =
- Workflow Form Type: begins with
- Workflow Form Status: =
- Original Operator: begins with
- Case Sensitive

The 'Search' button is highlighted with an orange box.

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.

The screenshot shows a search form with the following fields and values:

- Last Name: begins with
- Department: between 42% and 44%
- Job Family: begins with
- Employee Group: =
- Action Date: =
- Workflow Form Type: begins with
- Workflow Form Status: =
- Original Operator: begins with
- Case Sensitive

The 'Search' button is highlighted with an orange box.

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.

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.

The screenshot shows a search form with the following fields and values:

- Last Name: begins with
- Department: begins with 30%
- Job Family: begins with EPA
- Employee Group: =
- Action Date: between 10/01/2015 and 10/31/2015
- Workflow Form Type: begins with
- Workflow Form Status: in
- Original Operator: begins with
- Case Sensitive

The 'Search' button is highlighted with an orange box.