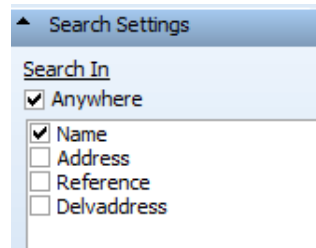


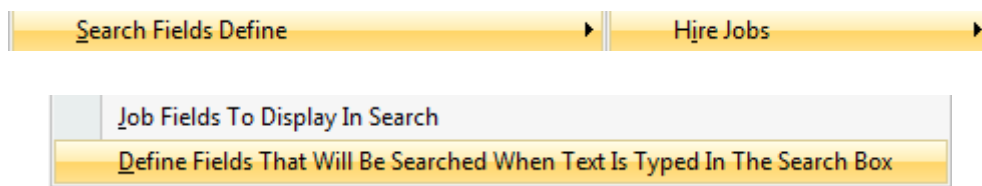


The fields used on any of the search screens within all Hire, (job, stock, contact, etc.), can be altered to better suit your needs. For example, the default hire job search screen only looks in the four fields shown for matching information.

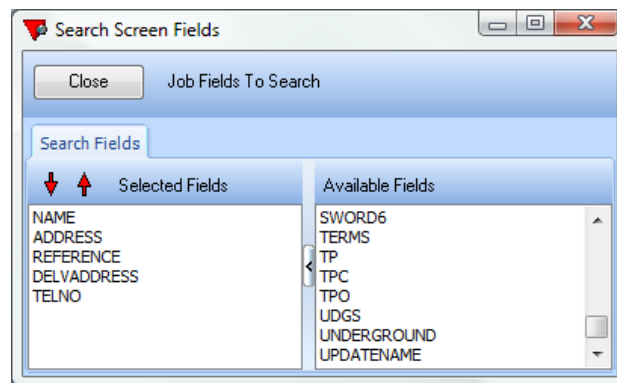


If you would like to be able to include additional fields such as telephone number, contact name, event information, to the fields that are searched, then you can do the following.

Go to Maintenance (top left) and select Search Fields Define the search screen you want to alter (Hire Jobs in this case) Define Fields.



Select the field you require from the right hand list and drag it over to the left.



When you next restart all Hire you will see you have the extra search field available. Tick the box and it will be used in the search.

You can also change the fields that are displayed on the search results screen by following the process above, but then selecting Job Fields To Display In Search .

The buttons allow you to change the order the fields are shown on screen. Simply click on the field in the left hand list and then move it up or down.

If you are not sure which field name you require you can use *Screen Designer* to find this – check the help file for more information or email [support@tssweb.net](mailto:support@tssweb.net).