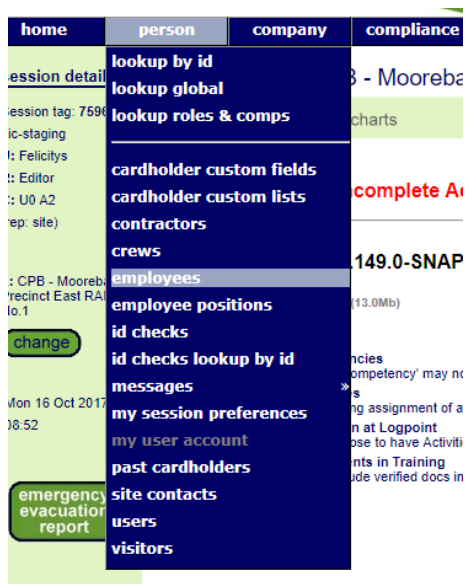# User Guide

Searching for Employees

STEP ONE | Searching for Employees

Click on the Person tab and select contractors

Type the name you are searching for, once found. Click the name of the person you would like to view

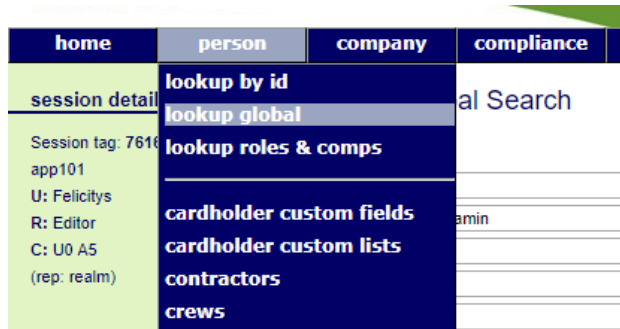## STEP TWO| Searching an Employee through Global Lookup

Under the person tab, select 'Lookup global'

Type the name of the employee you are trying to find. Once found click into that person

STEP THREE| Searching an Employee through Lookup ID

Under the person tab, select 'lookup by ID'

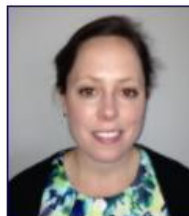Type the Onsite ID of the Employee you are trying to find. Once found click into that person