Labor levels – using Smart Search to find information

In each labor level, the smart search field allows you to search for specific text or numbers. If you do not have budget codes or supervisor IDs memorized, this is a great way to find the right information to charge employee time correctly!

Using Smart Search to search for text
1. Click on the dropdown arrow beside the labor level and then click into the box labeled Smart search...
2. Begin typing the text you are looking for; in the below screenshot, the search is for the HR Dept Code name of the correct location.
3. As you type, a list of available options appears. Once you see the correct option, click to select it, and it will populate the labor level field.
4. If you selected the wrong code, click on the X to the left of the labor level field to remove it.
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Using Smart Search to search for numbers
1. Click on the dropdown arrow beside the labor level and then click into the box labeled Smart search...
2. Begin typing the numbers/budget code segment, and the list shortens to those items that include that data. If you then hover over one of the remaining entries, a pop-up window gives you more information about each line.
3. Once you have found the correct line, click to select it, and it will populate the labor level field.
4. If you selected the wrong code, click on the X to the left of the labor level field to remove it.