

How to Use Keyword Search

This manual applies to:

<http://admin.prevueaps.com>

<http://admin.prevueaps.ca>

<http://admin.prevueapspro.com>

<http://admin.recruit4business.com>

Keyword Search

- PrevueAPS offers several keyword search options.
- Main Search in Dashboard
 - Keywords
 - First Name
 - Last Name
 - Email
 - Phone Number
 - In the Applicant Dashboard, once you are viewing candidates for a particular job listing, you will see a "Keyword Search" tab. This tab will only search the job listing currently selected.
- Search Keywords Report
 - This is found in Standard Reports
 - This report will include the entire database
 - The option to search for the exact word only is available here by selecting "strict search." For example if you type "test" it will only find you the exact result of test, it will not include words like testing. Otherwise it searches by root word.
 - Can be filtered by the following:
 - Keywords (includes the below)
 - First Name (This searches keywords not first names exclusively)
 - Last Name (This searches keywords not last names exclusively)
 - Email (Searches partial)
 - Address (Searches partial. Does not search 2nd address continued field, does not search city, state, zip code)
 - Application Data
 - Resume Search
- Search by Name Report
 - This is found in Standard Reports
 - This report will include the entire database
 - Searches by partials (root word)
 - Can be filtered by the following:
 - First Name
 - Last Name
 - Email
 - Phone Number
 - City
 - State

Keyword Search

- Report Builder Fields
 - Full Referring Keywords
 - Clean Referring Keywords
 - Advertising Keywords

Does not search:

- Some application information that is less than a day old.
 - In order to decrease the time of a keyword search, data is only updated once a day.
- File name of uploaded files.
- Images
- Tables, etc in a document can cause problems with the searches.
- Single characters (! , #)
- Single letters and single numbers (a, l, 1, 2, etc)

Does search:

- Uploaded Word Files.
- Text Word Files.
- Uploaded PDF's (uploads words only if images are also included in PDF).
- Some characters (C++, C#, etc)
- Both uppercase and lowercase words.

Note: Search results are shown in no specific order. Using the strict search will narrow your results down.

Keyword Search

Common Questions:

- Do you offer a Boolean search?

Our keywords search is based on finding all the words you supply (so if you look for "christine smith", the applicant must have the words christine and smith in there somewhere in order for them to pull up as a result). We do not have the ability to search for christine AND smith NOT accounting numbers.