

# USER GUIDE

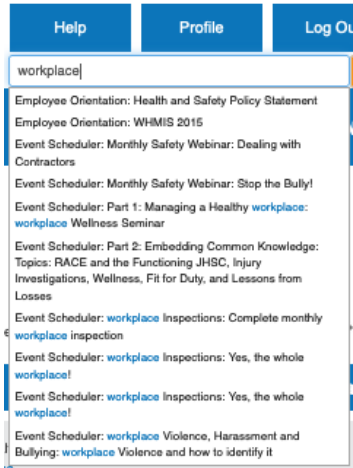
## Global Search

### Basic User Guide

## Global Search

Systems 24-7 allows users the ability to search your entire site for applicable resources. Below the profile and logout buttons is located a search option which allows you to search all features on the Systems 24-7. This global search will look into any item name, description, tag words or content within HTML resources. To use the global search, follow these steps. This search is beneficial to find any materials or resources located on Systems 24-7 under a particular topic.

**Step 1:** Identify what you wish to search and type it into the search bar located in the top right-hand corner. As you type, some of the most popular results will be displayed.



**Step 2:** Select the **Go** button to complete your search of the entire site. The system will look for any related item names, key words in descriptions, tag words within courses, and text within HTML resources. As



**Step 3:** Allow the system to load as the global search is conducted.

**Step 4:** The search results will be displayed and any instance of the word(s) you searched will be displayed. The results will display the feature the result was found under, the name of the item, a description if applicable, and the result's location (for example contained within the description, within the name, etc.).

### Search Results

workplace  [More Advanced Filters](#)

About 47 Results. Results per Page: 20 Page 1 of 3

Feature	Name	Description	Result Location
Employee Orientation	 Health and Safety Policy Statement <a href="#">Open</a>	Required by law, the Health and Safety Policy sets the workplace commitment to Health and Safety. This policy is to be reviewed annually and signed by the Owners annually and posted within the workplace.	Description
Employee Orientation	 WHMIS 2015 <a href="#">Open</a>		Question
Event Scheduler	Monthly Safety Webinar: Dealing with Contractors <a href="#">Open</a>	As employers, dealing with contractors can be complicated. In this 50-minute webinar, we will give you an overview of hiring contractors in the workplace and the various roles and responsibilities of the contractor and the employee. We will even provide you with a checklist to review and assist you with your protection. Use the following link to join the webinar on the day: <a href="https://systems24-7.webex.com/systems24-7/onstage/g.php?MTID=e19da191143c52da5cab229732c443">https://systems24-7.webex.com/systems24-7/onstage/g.php?MTID=e19da191143c52da5cab229732c443</a>	Description
Event Scheduler	Monthly Safety Webinar: Stop the Bully! <a href="#">Open</a>	Do you ever look around your workplace and feel like you're right back to being twelve years old, when the kids at the back of the bus are snickering some inside joke at someone else's expense? Join this 50-minute webinar and learn how to stop the person(s) who harass, demean, gossip, isolate, and toxify your workplace. It's time to put it to put the snickering to a stop. Use the below link to join on the day of the webinar: <a href="https://systems24-7.webex.com/systems24-7/onstage/g.php?MTID=e900f653a566053b2620ab79ded71923">https://systems24-7.webex.com/systems24-7/onstage/g.php?MTID=e900f653a566053b2620ab79ded71923</a>	Description
Event Scheduler	Part 1: Managing a Healthy workplace: workplace Wellness Seminar <a href="#">Open</a>	Come and learn how managing a healthy workplace can assist in your everyday life	Name

**Step 5:** Select the open button on the item you wish to open and review.