

Only those with Employers that provide UNA with an electronic file copy of Employee Lists will see the lists in this section. Not every local will find information included in this category since not all Employers provide of such data. The **Employees Lists** option covers many more people than you have in your own local. Selecting the option displays a table of the available employer lists for your local.

Select the list by clicking the **Up Arrow** button.

**Employees & Local Lists**

Local Lists **Employee Lists**

Show 10 entries from found set Filter:

Search	Period	Received From	Date Received
<input type="button" value="↑"/>	July 2017	Covenant Health - St. Michael's Health Centre -Lethbridge	08/02/2017
<input type="button" value="↑"/>	June 2017	Covenant Health - St. Michael's Health Centre -Lethbridge	07/05/2017
<input type="button" value="↑"/>	May 2017	Covenant Health - St. Michael's Health Centre -Lethbridge	06/01/2017
<input type="button" value="↑"/>	April 2017	Covenant Health - St. Michael's Health Centre -Lethbridge	05/18/2017
<input type="button" value="↑"/>	March 2017	Covenant Health - St. Michael's Health Centre -Lethbridge	04/03/2017

This step opens a new window and shows the search options included. If desired, open more than one file at a time for comparison of two lists.

**Covenant Health - St. Michael's Health Centre -Lethbridge**

Search for  All Employees  Local 72 Employees  Local 72 Members  Potential Local 72 Members

First Name  Last Name

FTE

Status  Seniority Date  Category

LOA Type  LOA Start Date  LOA Expected Return

Site  Unit

Address 1  Phone

Address 2

City

Province

Postal Code

New/Changed

Sort by  Name  FTE  Seniority Date

Results Options [Show](#)

The text in yellow gives the date of the information being searched to help you recognize the accuracy of the results.

The settings at the top - the **Search for** tab - let you search the Employer lists in 3 ways - **All Employees, Local XXX Members, and Potential Local XXX Members**. The third option is your first step in recruiting new members. It identifies people working in positions that qualify them as potential members of your Local. Note that if you search the file with the default **All Employees** you get information for anyone working for the Employer.

Since you can enter a **Site** or **Unit** value into your search you can produce a list giving the people assigned to a particular unit. Be aware that the result depends on which of the three options you have selected in the **Search for** field. Also, you need to match the terms used by the Employer.

The **Results Options** are not visible until you use the **Show** button. The box opens to reveal several choices. Do not hide these choices until after you are done using the search results.

Sort by  Name  FTE  Seniority Date

**Results Options** Check off which pieces of information you want in your search results. [Hide](#)

Name  Site  Seniority Date

Address  Unit  Membership Locals

Status  FTE  Allocated Local

LOA Type  LOA Start Date  LOA Expected Return

Phone  Category

Click the **check box** to add or remove an option.

Note that if you have an Employer with a large number of Employees, this type of search will take some time to complete.

Remember that you are working in a new separate window. Close the window when you are finished searching the **Employer List** to move back into the DMS.

Example: ***You wish to post in each unit the seniority ranking for your local members.***

Restrict the search to the Local XXX Members.

Ignore the fields that are open.

You can leave the Sort by **Name**.

In **Result Options** select Name, Site, Unit, and Seniority Date.

Search for  All Employees  Local 72 Employees  Local 72 Members  Potential Local 72 Members

First Name  Last Name

FTE

Status  Seniority Date  Category

LOA Type  LOA Start Date  LOA Expected Return

Site  Unit

Address 1  Phone

Address 2

City

Province

Postal Code

New/ Changed

Sort by  Name  FTE  Seniority Date

Results Options

Check off which pieces of information you want in your search results. [Hide](#)

<input checked="" type="checkbox"/> Name	<input checked="" type="checkbox"/> Site	<input checked="" type="checkbox"/> Seniority Date	<a href="#">Check All</a>
<input type="checkbox"/> Address	<input checked="" type="checkbox"/> Unit	<input type="checkbox"/> Membership Locals	
<input type="checkbox"/> Status	<input type="checkbox"/> FTE	<input type="checkbox"/> Allocated Local	
<input type="checkbox"/> LOA Type	<input type="checkbox"/> LOA Start Date	<input type="checkbox"/> LOA Expected Return	
<input type="checkbox"/> Phone		<input type="checkbox"/> Category	

Change the **Show entries** option to **All**.

Click on the column labeled **Unit** to have the sort appear by Unit.

24 found Members Sorted by: Name

Show  entries from found set Filter:

Name	Site	Unit	Seniority Date (Rank)
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Copy and paste from the Unit designation into the **Filter field** a unique portion of the Unit entry to all the filter to isolate the appropriate unit.

Print the result noting that the table will show how many entries from the total you have located. Print to if you want to keep an electronic copy of each list. Print to paper if you want only a hard copy of the list.

Be sure to remove the entry from the **Filter** before proceeding to the next unit.

24 found Members Sorted by: Name

Show  entries from found set Filter: