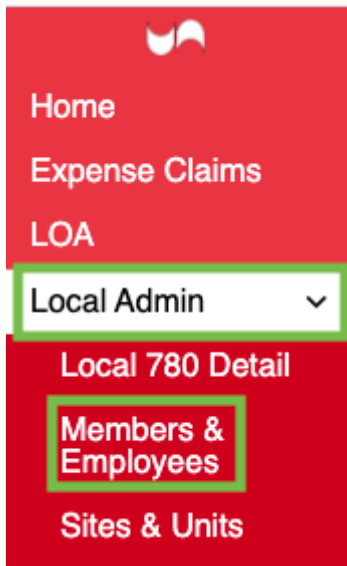


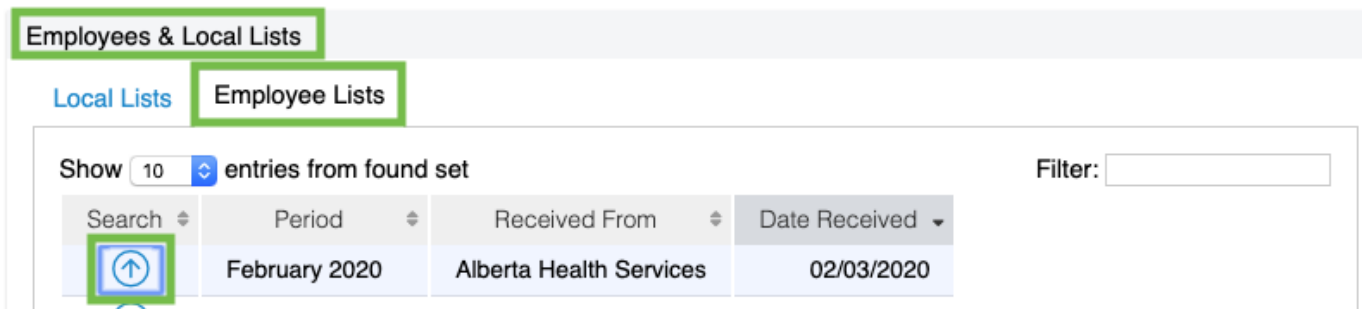
To run a search to find all Members in a local sorted by Seniority date.

Log into DMS Web

Click on **Local Admin** then on **Members & Employees**.



Scroll down the page to **Employee & Local Lists** and click on **Employee Lists** tab. Click on the **Up Arrow** in a circle to open the Employee list.



The following will need to be checked off to run a **Seniority Date** from Employee list. Make sure to click off **Local XXX Members**. Sort by **Seniority Date**. Then click on **Search**.

Search for  All Employees  Local 37 Employees  Local 37 Members  Potential Local 37 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](#)

Name     Site     Seniority Date    [Check All](#)  
 Address     Unit     Membership Locals  
 Status     FTE     Allocated Local  
 LOA Type     LOA Start Date     LOA Expected Return  
 Phone     Category

[Search](#)

The results will populate.

Alberta Health Services

[Search Again...](#)

Searching the **February 2020** list

**477 found** Members    Sorted by: **Seniority**

Show  entries from found set Filter:

	Name	Site	Unit	FTE	Membership Locals	Allocated Local
1		Grande Prairie QE II Hsp/Mac	NZ QEII HOSP NU16 Gen Psych	0	37	37
2		Grande Prairie QE II Hsp/Mac	PCU Medical20	0.53	37	37
3		Grande Prairie QE II Hsp/Mac	NZ QEII HOSP Neonatal ICNU	0.60	37	37