

## LDSS Gateway User Guide

### Talent Search

The screenshot displays the Talent Search interface with the following components:

- Search all data:** A large text input field.
- First Name:** A text input field.
- Last Name:** A text input field.
- City:** A text input field.
- State / Province:** A dropdown menu.
- Company Name:** A text input field.
- Assessment Experience:** A dropdown menu with options: MBTI, OPM 360, Hogan, DISC.
- Agency Experience:** A dropdown menu with options: USAID, CIA, LANL, ONI.
- Program Experience:** A dropdown menu with options: LDS, LDS/LDT, LAP-1, LAP-2.
- Designation:** A dropdown menu with options: Coach, Consultant, Facilitator, Trainer.
- Coaching Certification:** A dropdown menu with options: PCC, CPC, MCC, ACC.
- Veteran (Select Branch):** A dropdown menu with options: US Army, US Navy, US Marines, US Air Force.
- Clearance Level:** A dropdown menu with options: Top Secret, Secret, Public Trust, MAC.
- Retired SES:** A checkbox.
- Buttons:** "Search" (purple) and "Reset" (white with purple border).

#### Search all Data

This is a powerful search field designed to perform a variety of searches. When text is entered in this field and “Search” is clicked, the system will search all data elements in every profile within the system. If the search criteria match text within any data element in the system, all user entries matching this criterion will be displayed.

**Search multiple words.** There are two ways to search multiple words depending on what you are looking for. For example, if you would like to pull all entries that match the words conflict and management together, you will add both words together within quotations. In this case “Conflict Management” will render results for entries that contain these words together. On the other hand, if you would like to pull results that contain either conflict or management, you will place quotations around each word. In this case the search will include “Conflict” “Management”.

#### First Name

Enter the first name of the individual you are searching for within the database. The system will pull all individuals that match that name. This field is not case sensitive.

#### Last Name

Enter the last name of the individual you are searching for within the database. The system will pull all individuals that match that name. This field is not case sensitive.

#### City

Enter the city. The system will pull all profiles of individuals who dwell within that city. This field is not case sensitive.

### State/Province

Enter the State/Province. The system will pull all profiles of individuals who dwell within that State/Province. This field is not case sensitive.

### Company Name

Enter the company name. The system will pull all profiles of individuals who for the company entered. This field is not case sensitive.

### Assessment Experience

Select the desired assessment experience to render profiles of individuals who match that experience. To select multiple options, select the first option then hold down the ctrl key and select the remaining desired options.

### Agency Experience

Select the desired agency experience to render profiles of individuals who match that experience. To select multiple options, select the first option then hold down the ctrl key and select the remaining desired options.

### Program Experience

Select the desired program experience to render profiles of individuals who match that experience. To select multiple options, select the first option then hold down the ctrl key and select the remaining desired options.

### Designation

Select the desired designation to render profiles of individuals who match that experience. To select multiple options, select the first option then hold down the ctrl key and select the remaining desired options.

### Coaching Certification

Select the coaching certification to render profiles of individuals who hold that certification. To select multiple options, select the first option then hold down the ctrl key and select the remaining desired options.

### Veteran (Select Branch)

Select the branch of service to render profiles of veterans who served in that branch.

### Clearance Level

Select the clearance level to render profiles of individuals who hold that clearance. To select multiple options, select the first option then hold down the ctrl key and select the remaining desired options.

## Reset/Clear

When you start typing or select a value from any field, the Reset button will appear. When clicking the Reset button, the form will revert to its original state.



If you have performed a search and the form has existing values, clicking Clear will return the original values to the form.

