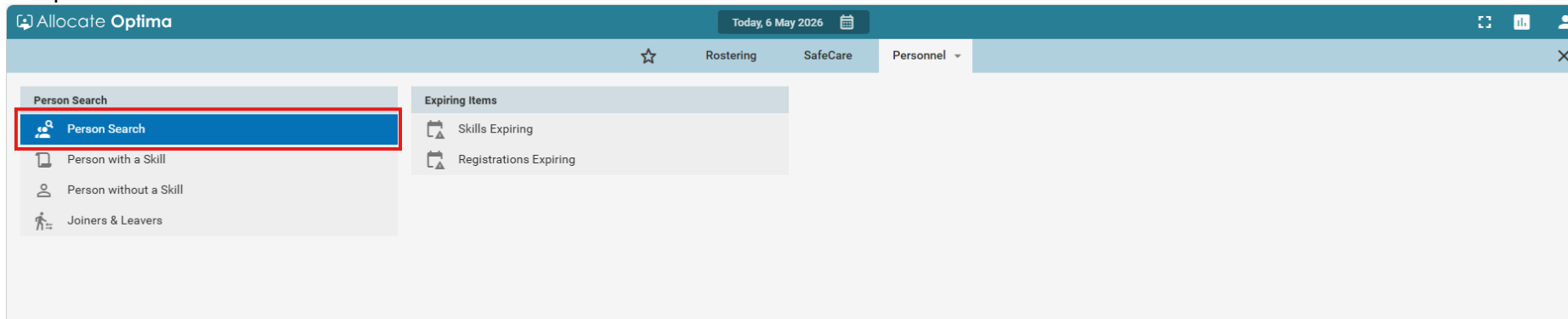


Person Search

This report provides an overview of all employees within the requested parameters.

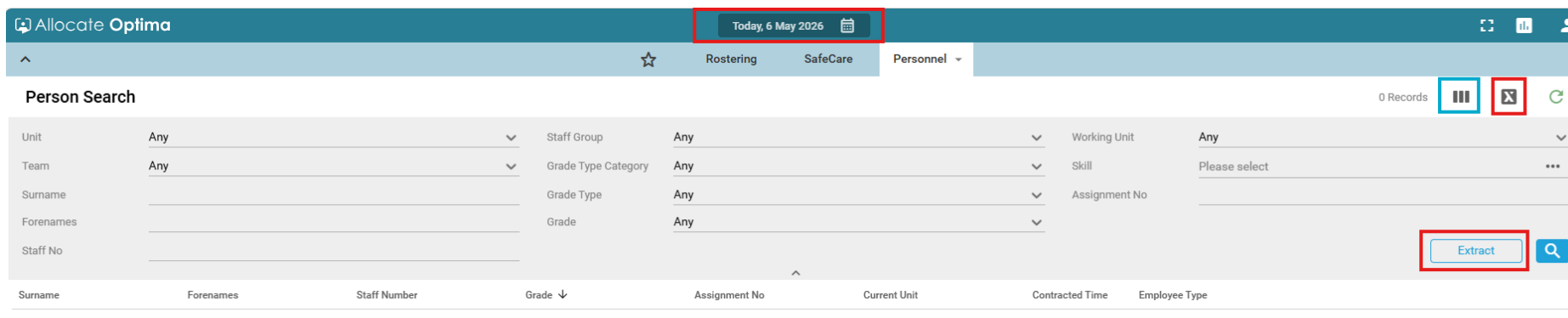
To open click **Personnel > Person Search > Person Search**



The screenshot shows the 'Allocate Optima' interface. At the top, there's a navigation bar with 'Personnel' selected. Below it, a sidebar menu lists 'Person Search' (highlighted with a red box), 'Person with a Skill', 'Person without a Skill', and 'Joiners & Leavers'. To the right, an 'Expiring Items' section lists 'Skills Expiring' and 'Registrations Expiring'.

The parameters available for this report include the **Unit, Team, Staff Group, Grade Type Category, Grade Type, Grade, Working Unit, Skill**. Reports can be exported to excel using the **icon** or the **extract** button highlighted in red.

Employees can be searched for individually by entering one or more of the following parameters: Surname, Forenames, Staff Number or Assignment Number.



The screenshot shows the 'Person Search' form in the 'Allocate Optima' interface. The form has a header with 'Personnel' selected and a date 'Today, 6 May 2026'. Below the header, there are search filters for Unit, Team, Staff Group, Grade Type Category, Grade Type, Grade, Working Unit, Skill, and Assignment No. At the bottom right, the 'Extract' button is highlighted with a red box. The form also shows '0 Records' and a search icon.

The headers for the report are **customisable** using the icon highlighted in blue and are **various details related to an employee**.

Person Search

Unit	Training Ward	Staff Group	Any	Working Unit	Any
Team	Any	Grade Type Category	Any	Skill	Please select
Surname		Grade Type	Any	Assignment No	
Forenames		Grade	Any		
Staff No					

Surname	Forenames	Staff Number	Grade	Assignment No	Contracted Time	Employee Typ	Hire Date ↑
 Ingram	Winston	3465990	Band 5 RN	FK781237,TB000052	36:00	Employee	01/04/2024
 Reid	Wullie	3466000	GENERAL ACUTE NURSING SERVICES BAND 3	FK781247	36:00	Employee	01/04/2024
 Jarvis	Jack	3465988	Band 6 RN	FK781235	36:00	Employee	01/04/2024
 Mullen	Frances	3466001	GENERAL ACUTE NURSING SERVICES BAND 3	FK781248	36:00	Employee	01/04/2024
 Harrid	Navid	3465991	Band 5 RN	FK781238	36:00	Employee	01/04/2024
 Young	Fergie	3466002	GENERAL ACUTE NURSING SERVICES BAND 3	FK781249	29:40	Employee	01/04/2024
 Barman	Bobby	3465992	Band 5 RN	FK781239	36:00	Employee	01/04/2024
 McDade	Victor	3465989	Band 6 RN	FK781236	36:00	Employee	01/04/2024
 Mullen	Tam	3465993	Band 5 RN	FK781240,TB000005	23:00	Employee	01/04/2024
 Jones	Eric	3465994	Band 5 RN	FK781241	36:00	Bank Only	01/04/2024
 Manky	Franky	3466003	GENERAL ACUTE NURSING SERVICES BAND 3	FK781250	34:30	Employee	01/04/2024
 McAlpine	Peggy	3466004	GENERAL ACUTE NURSING SERVICES BAND 3	FK781251	36:00	Employee	01/04/2024
 Harrid	Meena	3465995	Band 5 RN	FK781242	36:00	Employee	01/04/2024
 Jakey	Pete	3465996	Band 5 RN	FK781243	30:00	Employee	01/04/2024
 Drennan	Isa	3465987	Band 7 RN	FK781234	36:00	Employee	01/04/2024



- ❖ The column highlighted in Chocolate shows employee name
- ❖ The column highlighted in blue shows the staff number
- ❖ The column highlighted in yellow shows employees Grade
- ❖ The column highlighted in green shows Assignment Numbers
- ❖ The column highlighted in red employee contractual Hours
- ❖ The column highlighted in beige shows employee type & Hire date

This report is useful to see how many Full Time, Part Time, Banding of staff member. i.e. to see how many B7 are on a roster.