



Office Memorandum

Date: August 31, 2015
To: Agency Payroll, HR and Accounting Staff
From: Mary Muellner, Director, Statewide Payroll Services
Nancy Erickson, Supervisor, Enterprise Human Resources Division
Julie Sonier, Director, Employee Insurance Division
Subject: New SEMA4 Search Functionality

Beginning today you will see new search functionality in SEMA4. The Global search functionality is explained below. The results will be limited to five pages, with ten results on a page, or a maximum of 50 results. Search results are always limited by a user's security profile.

Global Search

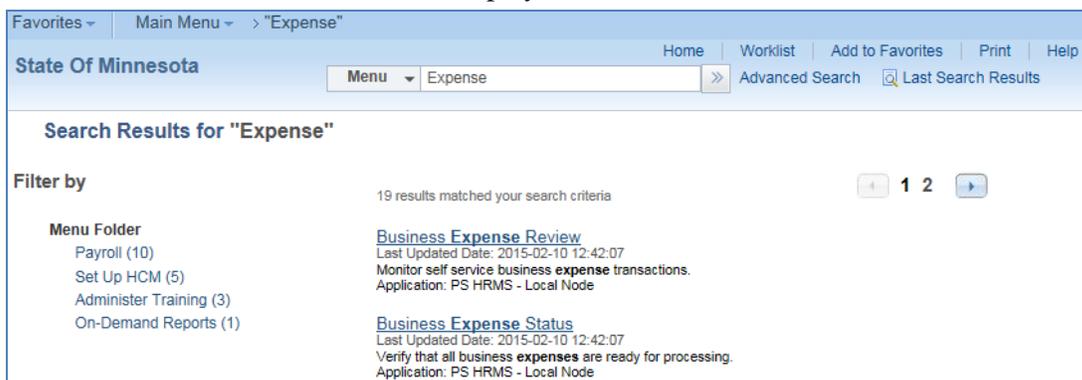
The Global Search field is located in the center of the navigation page header, and allows you to search multiple indexes. Currently, however, there is only *one* index available – **Menu**. Therefore, a search using **Menu** and a search using **All** will bring back the same results. When you select **Menu**, SEMA4 will only search the Menu index. When you select **All**, SEMA4 will search *all* existing indexes.

In the future, as other indexes are added, the **All** option will search multiple indexes. At that point, search results may display items not found on the SEMA4 menus. We highly recommend that you develop the habit now of selecting **Menu** when searching.

1. Select **Menu** in the drop-down box for the index.



2. Type search criteria in the Search field.
3. Click  to execute the search, and display search results.



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To the left of the search results list, those results have been filtered by Menu Folder. Users can review filtered results to further reduce and refine the number of results displayed.

Click [Advanced Search](#) to refine the results further. Search Tips for the advanced search can be found on the Advanced Search page.

Click [Last Search Results](#) to return to the most recent listing of search results you received. These results may either be from the Global Search or a search performed on a specific Search page in SEMA4 – whichever was done last.

Questions

Agency Payroll, HR and Accounting staff should contact Susanne Hansen in Statewide Payroll Services at 651.201.8068 or susanne.m.hansen@state.mn.us if there are questions.

PLEASE SHARE THIS INFORMATION WITH APPROPRIATE STAFF IN YOUR AGENCY.