



SEARCHING IN WiTS

Active Actions

To locate **active** actions, conduct your search in the **Worklist or Active Transactions bizcovers**. If the action you wish to search for has been completed, you will find it in the Archives.

Using the Quick Search Feature

- 1.) Locate the **Quick Search** button in the bizcover you wish to conduct your search.

WITS #	Date Received in HR	Case Type	Nature of Action	Employee First Name	Employee Last Name	IC	Organization	HR Specialist	
<input type="checkbox"/>	34495	10/28/15	IC Director	Band Placement	MICHAEL	D ANDREA	NIDDK	OD OCPL RRS	DAndrea, Michael
<input type="checkbox"/>	33808	07/28/15	Title 42	Recruitment	JOANNE	POMPONIO	NINDS	OCR	Lubel, Samantha
<input type="checkbox"/>	33203	05/31/15	Title 42	Conversion from another Pay System	COURTNEY	BELMONT	CC	ODDCC DCRI	Dixon, Juan
<input type="checkbox"/>	33173	05/27/15	Title 42	Band Change	Ken	Kerr	NINDS	OD	Kerr, Ken
<input type="checkbox"/>	32693	03/30/15	Scientific Executive	Exceptional Pay Adjustment	Ken	Kerr	CC	OCPR	Kerr, Ken
<input type="checkbox"/>	32540	03/13/15	Title 42	Recruitment Incentive	Kenneth	Kerr	CC	OCPR	Kerr, Ken
<input type="checkbox"/>	32338	02/27/15	Title 42	Band Change	Kim	Kardashian	Test	Play/Testing Branch	Verge, Terrye

- 2.) **Type in your search value** – it can be any value that appears in any of the columns within your bizcover. For example, name, number, date, IC, etc. WiTS will search the bizcover for all actions that contain your search criteria.

Example: You are searching for actions for employee Kim Kardashian. Enter “Kardashian” in the search box:

WITS #	Date Received in HR	Case Type	Nature of Action	Employee First Name	Employee Last Name	IC	Organization	HR Specialist	
<input type="checkbox"/>	34495	10/28/15	IC Director	Band Placement	MICHAEL	D ANDREA	NIDDK	OD OCPL RRS	DAndrea, Michael
<input type="checkbox"/>	33808	07/28/15	Title 42	Recruitment	JOANNE	POMPONIO	NINDS	OCR	Lubel, Samantha
<input type="checkbox"/>	33203	05/31/15	Title 42	Conversion from another Pay System	COURTNEY	BELMONT	CC	ODDCC DCRI	Dixon, Juan
<input type="checkbox"/>	33173	05/27/15	Title 42	Band Change	Ken	Kerr	NINDS	OD	Kerr, Ken
<input type="checkbox"/>	32693	03/30/15	Scientific Executive	Exceptional Pay Adjustment	Ken	Kerr	CC	OCPR	Kerr, Ken
<input type="checkbox"/>	32540	03/13/15	Title 42	Recruitment Incentive	Kenneth	Kerr	CC	OCPR	Kerr, Ken
<input type="checkbox"/>	32338	02/27/15	Title 42	Band Change	Kim	Kardashian	Test	Play/Testing Branch	Verge, Terrye

- 3.) **Select 'Enter' using your keyboard** - The bizcover will refresh and display only actions with text that matches your search in any of the columns.

Senior Level Pay Worklist

Quick Search:

WITS #	Date Received in HR	Case Type	Nature of Action	Employee First Name	Employee Last Name	IC	Organization	HR Specialist
<input type="checkbox"/> 32338	02/27/15	Title 42	Band Change	Kim	Kardashian	Test	Play/Testing Branch	Verge, Terrye

Open Selected Action... Monitor Selected Process... Forward to Another User... Export List to Excel...

Filtered search result. [Clear Search Filter](#)

If it is empty, no matches were found for your criteria.

Note: You will need to delete the search criteria and select 'Enter' on your keyboard again to clear your search. This will refresh the bizcove to display all actions and you may begin a new search if needed.

Sorting Columns

You may also sort your bizcove columns to view your actions by ascending or descending order.

- 1.) Select the column header of the column you wish to sort by ascending or descending order. Continue to click on the column header until it appears in the order you prefer.

Senior Level Pay Worklist

Quick Search:

WITS #	Date Received in HR	Case Type	Nature of Action	Employee First Name	Employee Last Name	IC	Organization	HR Specialist
<input type="checkbox"/> 34495	10/26/15	IC Director	Band Placement	MICHAEL	D ANDREA	NIDDK	OD OCPL RRS	DAndrea, Michael
<input type="checkbox"/> 33806	07/28/15	Title 42	Recruitment	JOANNE	POMPONIO	NINDS	OCR	Lubel, Samantha
<input type="checkbox"/> 33203	05/31/15	Title 42	Conversion from another Pay System	COURTNEY	BELMONT	CC	ODDCC DCRI	Dixon, Juan
<input type="checkbox"/> 33173	05/27/15	Title 42	Band Change	Ken	Kerr	NINDS	OD	Kerr, Ken
<input type="checkbox"/> 32693	03/30/15	Scientific Executive	Exceptional Pay Adjustment	Ken	Kerr	CC	OCPR	Kerr, Ken
<input type="checkbox"/> 32540	03/13/15	Title 42	Recruitment Incentive	Kenneth	Kerr	CC	OCPR	Kerr, Ken
<input type="checkbox"/> 32338	02/27/15	Title 42	Band Change	Kim	Kardashian	Test	Play/Testing Branch	Verge, Terrye

Open Selected Action... Monitor Selected Process... Forward to Another User... Export List to Excel...

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