

How to Search for Openings in BrassRing

Below is a sample of how the Search openings screen in the new State of Iowa application system (BrassRing) will look.

The screenshot shows the 'Search openings' page in the BrassRing system. At the top, there is a breadcrumb trail: 'DAS-HRE State' (checked), 'Jobs' (checked), and 'Search openings' (unchecked). A '? Help' link is visible in the top right. The main heading is 'Search openings'. Below it, there is a paragraph: 'Use this page to search the jobs that are currently available. To see all jobs, click **Search** now.' Another paragraph follows: 'If you want to narrow your search, select the search criteria below to identify what you are interested in and click **Search**. You can search by job location, by employing department, by subject/job title or by posting date. To select or deselect multiple items in a list, hold down the CTRL key on a PC while you click. Selecting an item without holding down the CTRL key will deselect all other items previously selected on that list.'

The search criteria section includes:

- Location:** A dropdown menu with 'All' selected. Other options are 'Adair County', 'Adams County', and 'Allamakee County'.
- Department:** A dropdown menu with 'All' selected. Other options are '005-Administrative Services', '009-Agriculture', and '014-Agriculture Development Authority'.
- Keyword:** A text input field with a 'Tips' link next to it. Below the field, it says 'This field supports Boolean operators like AND, OR and AND NOT.'
- Date posted:** Two radio buttons. The first is 'All posting dates' (selected). The second is 'Include all jobs updated after' followed by three dropdown menus showing '01', '01', and '2006'.

At the bottom, there are 'Search' and 'Clear' buttons.

? [Help](#)

Search openings

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If you want to narrow your search, select the search criteria below to identify what you are interested in and click **Search**. You can search by job location, by employing department, by subject/job title or by posting date. To select or deselect multiple items in a list, hold down the CTRL key on a PC while you click. Selecting an item without holding down the CTRL key will deselect all other items previously selected on that list.

To see all jobs that are posted at the time, click **Search**. without making any selections on the screen.

To narrow your search, you can use the following:

Location: Choose one or more counties or institutions. Your search will show only jobs in those locations.

Department: Choose one or more departments. Your search will show only jobs in those departments.

Keyword: Type one or more words you want to match. This could be part of a job title (clerk or planner, for example) or a subject area (engineering or accounting, for example.) Click on the **Tips** link on the screen for more information.

Date posted: You can search for all posting dates or limit your search to only those jobs posted after your selected date, for example after the last date you searched for jobs.

After you make your selections, click Search.