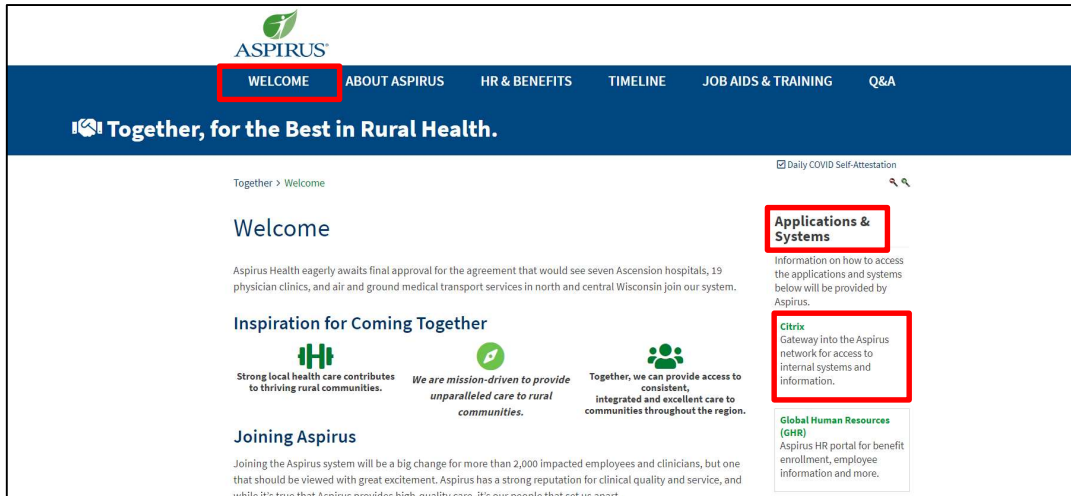
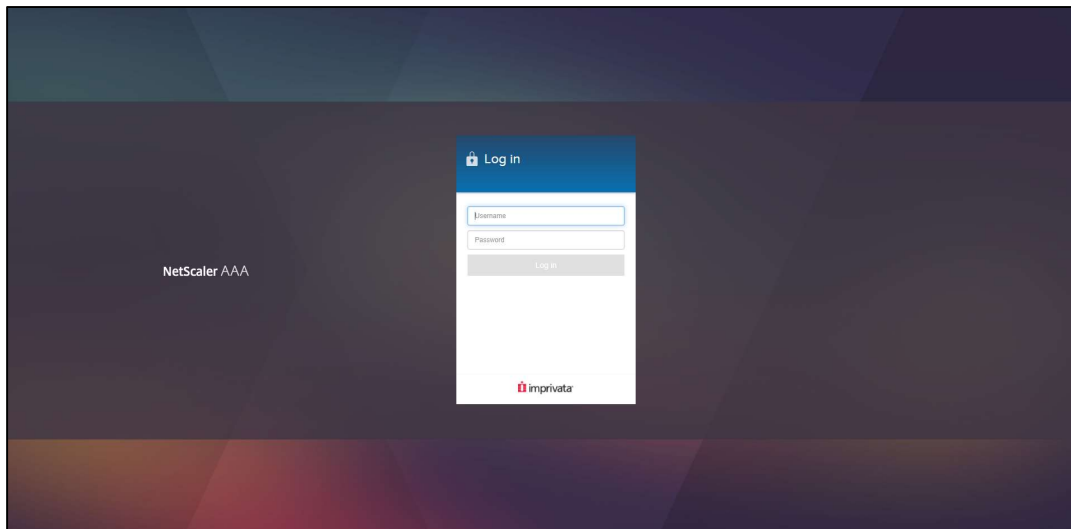


OnBase: Searching for Job Descriptions

1. On the Aspirus microsite “Welcome” page under “Applications & Systems” click on “Citrix”.

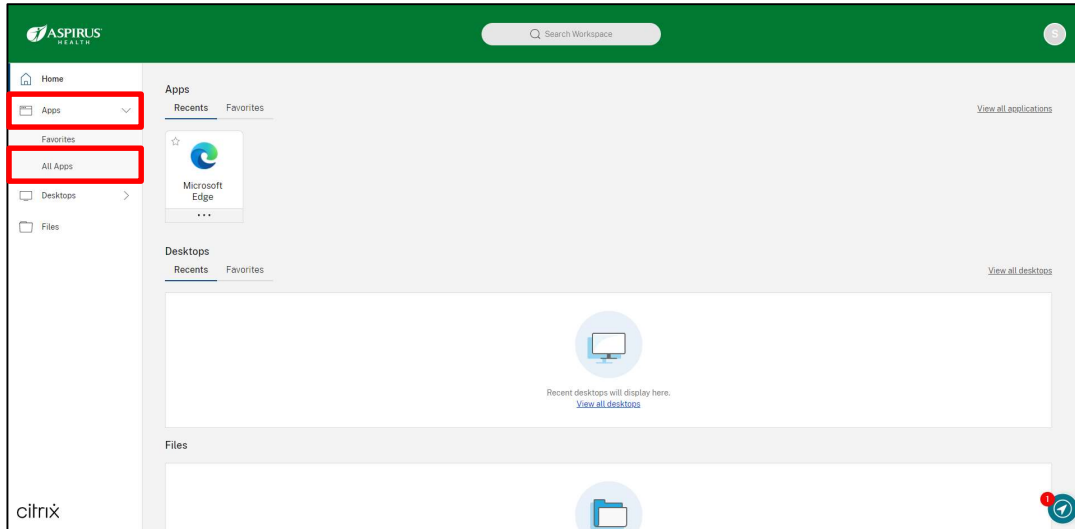


2. Log in using your network username and password.

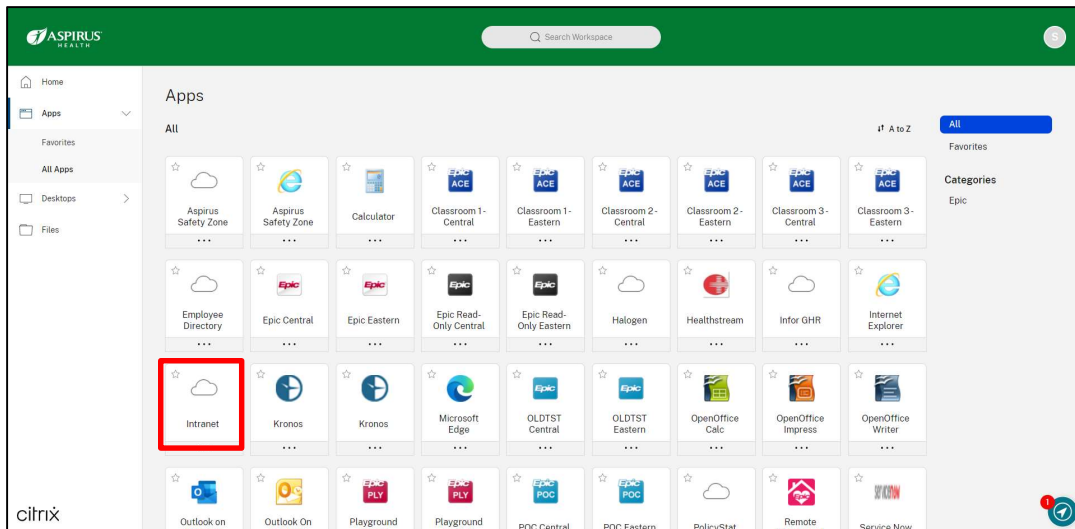


OnBase: Searching for Job Descriptions

3. Select “Apps” and then “All Apps”.



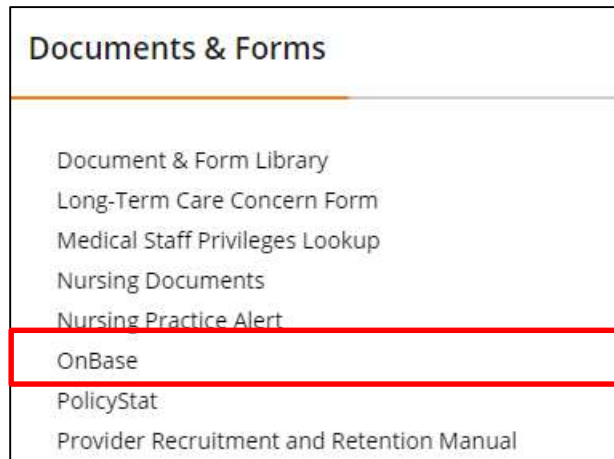
4. Select “Intranet”.



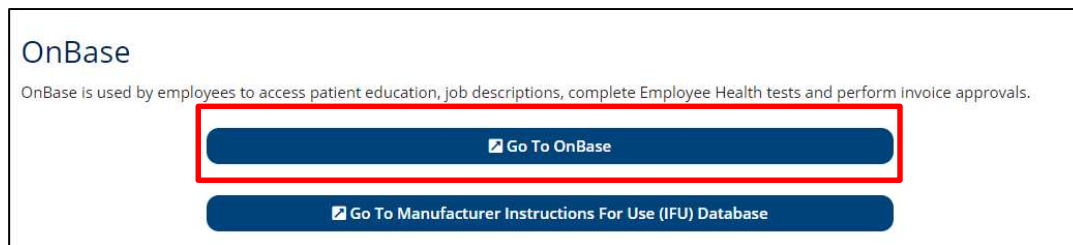
This will open the Aspirus Intranet homepage.

OnBase: Searching for Job Descriptions

5. On the Aspirus Intranet page, select the tab “Documents & Forms” then click on “OnBase”.



6. Click “Go To OnBase”.



7. Use the “Job Descriptions Search” tool to find any job description within the Aspirus system.



A screenshot of a web form titled "Job Descriptions Search". The form features the Aspirus logo and the text "ASPIRUS SEARCH". Below this is a search input field with the placeholder text "Enter the Job Description you wish to search for here!". Underneath the input field are "SEARCH TIPS:" which include: "Use " " to search for exact words or phrases", "Use OR between words to find pages that match either term", and "Use & between words to find pages that match both terms". At the bottom, there is a section "To narrow your search select a company from the list below:" followed by a "Company Name:" label and a dropdown menu. At the very bottom are two buttons: "Search!" and "Clear All".