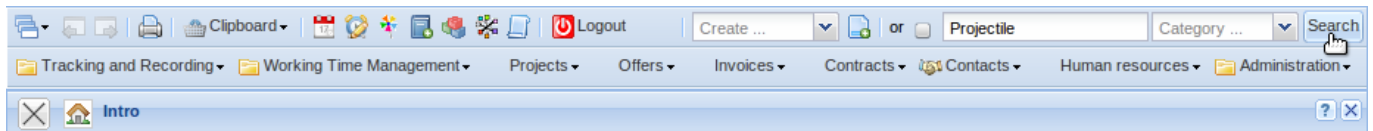


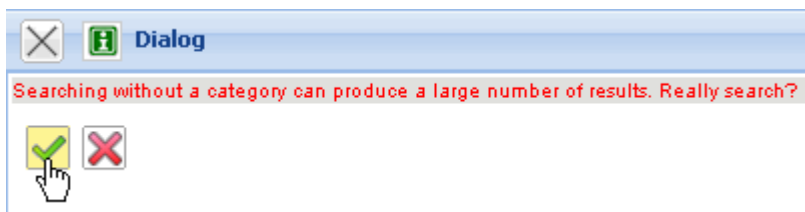
[previous](#) [Home](#) [next](#)

3.02.05 Search and Find

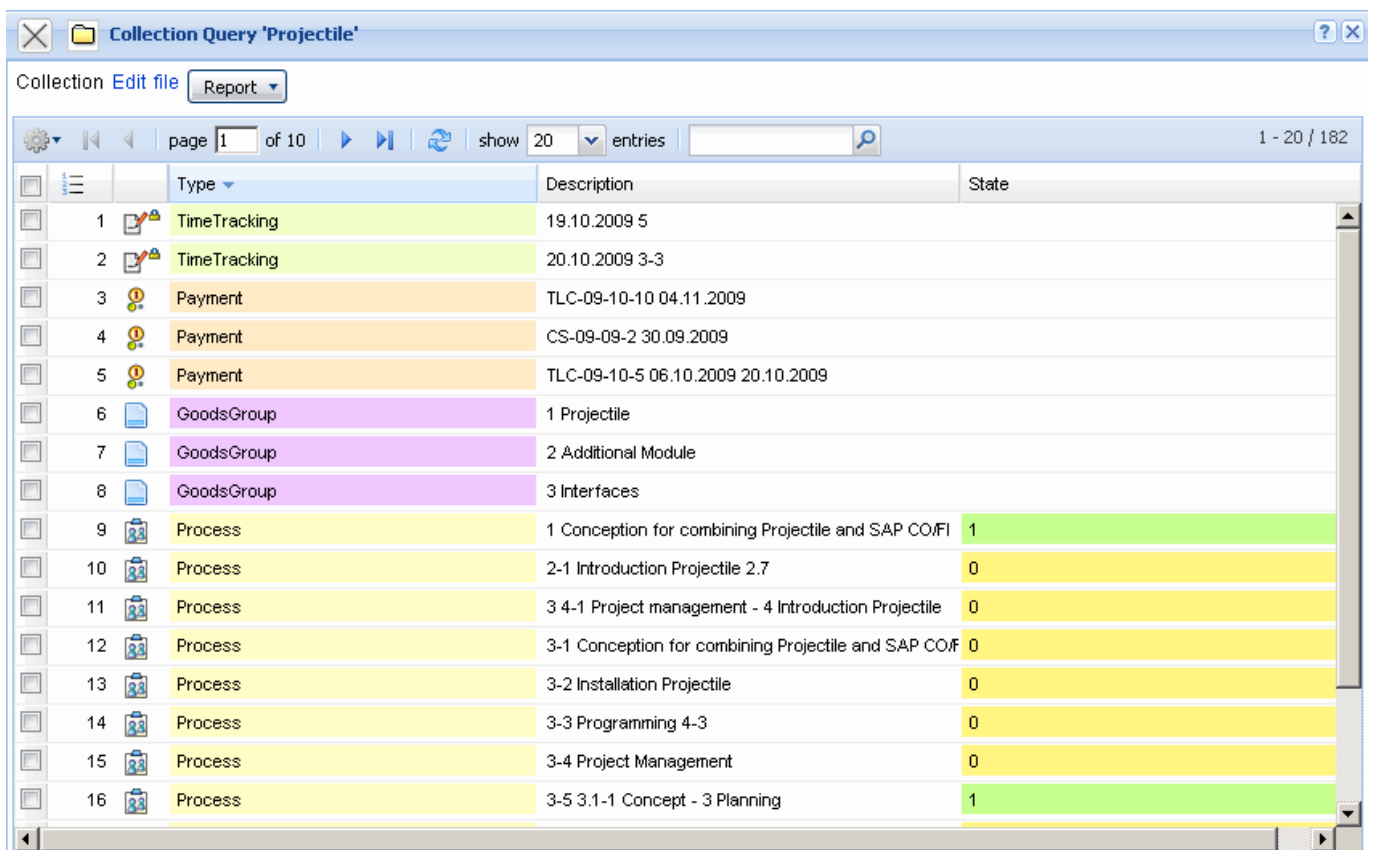
The search engine finds searched data. Through entering a search string in the quick search field (here, Projectile) and clicking the magnifying glass, the complete data pool can be searched using this string.



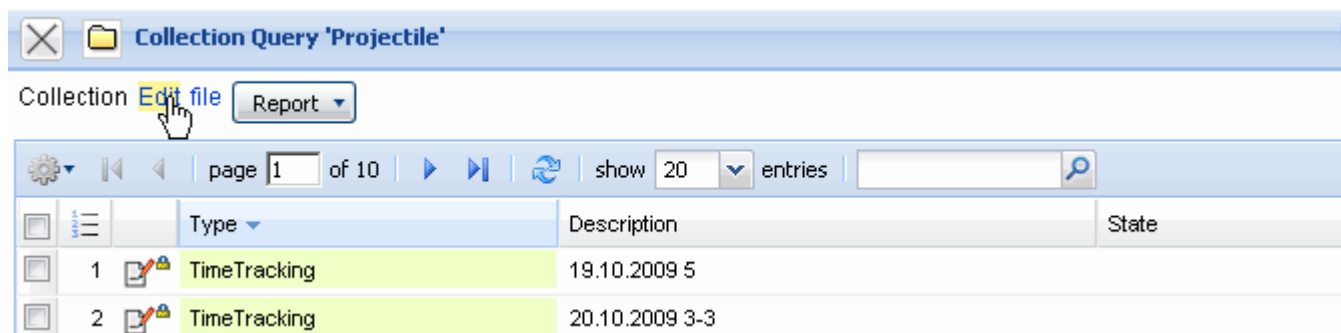
Since a query search can take some time to search all the data in the system, an appropriate warning is displayed.



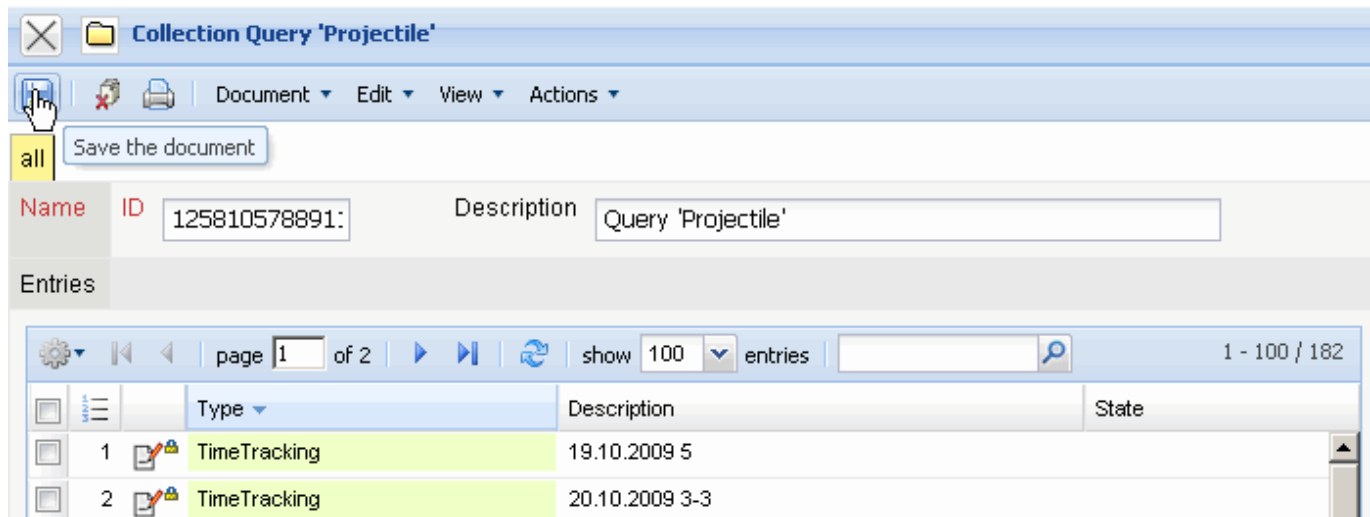
The following illustration displays a possible return list in the search query: In the return list all documents are listed, in which the defined search string "Projectile" exists.



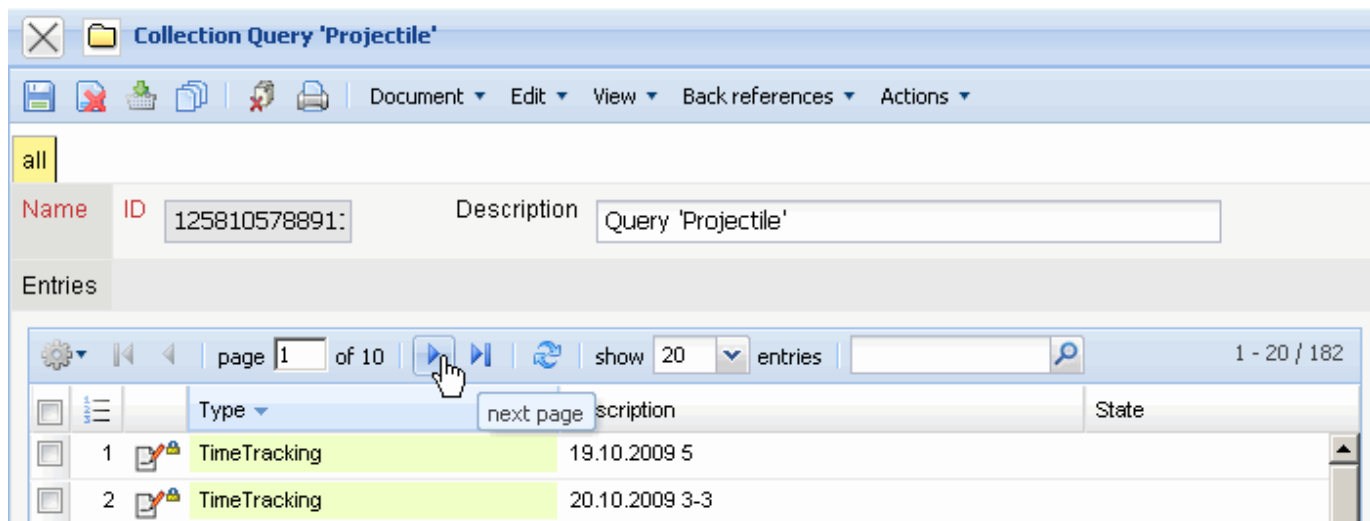
These return lists can be changed for further usage ...



.. and saved ("Projectile Query").



In the result set, the back and forward button and/or jump to first or last document can be found in the navigation bar. In the example, a result list of 294 entries are displayed, where the first 20 documents (1-20) are visible. Clicking the small triangle in the navigation bar ...



... displays the next documents 21-60 automatically.

Collection Query 'Projectile'

Document

Edit

View

Back references

Actions

all

Name

ID

125810578891:

Description

Query 'Projectile'

Entries

page 2 of 10

show 20 entries

21 - 40 / 182

	Type	Description	State
21	Contract position	2-1 Proj	
22	Contract	descripti	
23	Contract	Introduc	
24	SalesPipeline	1 TLC Te	ons Corporation
25	Todo	Test jour	ing 09.01.2009 10:00:00 12544 2 - Processing
26	Todo	Test jour	ed 16.10.2009 00:00:00 125568 1 - Recorded
27	Todo	To-do 2.4	1 - Recorded 28.08.2009 12:00:00 12553590 1 - Recorded

Using the function `show 20 entries` further 20 results can be displayed (i.e. 40 after the first click).
Using the functionality once again `show 20 entries` further 20 results per result list are displayed.
Accordingly, the functionality `show 5 entries` reduces the amount of results in the result list.
... are displayed. Clicking a link in this result list (here, Projekt EP Einführung Projectile) ...

75	3.3 Implementation	Project
76	7 Update Projectile	Project
77	7.1 Introduction Accounting	Project

... can be directly navigated to the appropriate document.

Project 3.3 Implementation

Document

Edit

View

Back references

Actions

Master data

Involved persons

Portfolio

Status

Budget

Financial data

Order data

Documentation

Misc

Project number

Number

3.3

Status

Closed live

Description

Implementation

Project start/end date

From

15.08.2009

To

16.10.2009

Parent project

3 Introduction Projectile

Subprojects

page 1 of 1

1 - 1 / 1

	Number	Description	Status	Begin planning	End planning
1	3.3.1	development of new proje	Closed live	15.08.2009	16.10.2009

Processes

Process number	Description	Begin date planning	End date planning
1	3.3-1 Templates	15.08.2009	16.10.2009
2	3.3-2 Reports	15.08.2009	16.10.2009
3	3.3-3 Documentation	15.08.2009	16.10.2009

Milestones

No entries

Grade of completion

Number	State
1 % 3.3-A	60,00

Using the functionality  in the window bar, an opened form can be reclosed.

The second example for using the document search displays the possibility of searching for a certain string within a document type (category), which further limits the search: In the example, the user would like a list of all documents of the job type, in which the string "Development" exists ...

projectile

Tracking and Recording Offers Projects Invoices Contacts Human resources Administration

Collection Query for Job 'project'

Process number	Description	Closed
1	Conception for combining Projectile and SAP CO/FI	15.06.2009
2	Development 1.1	
3	Development 1.1	
4	Sales	
5	Marketing 5a	
6	Customizing 4.3	
7	Introduction Projectile 2.7	
8	4-1 Project management - 4 Introduction Projectile	
9	Conception for combining Projectile and SAP CO/FI	
10	Conception for combining Projectile and SAP CO/FI	
11	Installation Projectile	
12	Programming 4-3	
13	Programming 4-3	
14	Project Management	
15	3.1-1 Concept - 3 Planning	20.10.2009
16	Customizing	

... and all jobs in the result list are displayed, which contain the term development. It is irrelevant if this string is in the description or in any other element of the document.

The search can be further limited within the result list. In the entry field a string can be entered and the be "found" for the row. After clicking on  ...

Collection Query for Job 'project'

Collection [Edit file](#) [Report](#)

page 1 of 1 jones 1 - 29 / 29

		Process number	Description	Closed
☐	1	1	Conception for combining Projectile and SAP CO/FI	15.06.2009
☐	2	11-1	Development 1.1	
☐	3	11-1	Development 1.1	
☐	4	11-3	Sales	
☐	5	11-4	Marketing 5a	
☐	6	11.1-1	Customizing 4.3	
☐	7	2-1	Introduction Projectile 2.7	
☐	8	3	4-1 Project management - 4 Introduction Projectile	
☐	9	3-1	Conception for combining Projectile and SAP CO/FI	
☐	10	3-1	Conception for combining Projectile and SAP CO/FI	
☐	11	3-2	Installation Projectile	
☐	12	3-3	Programming 4-3	
☐	13	3-3	Programming 4-3	
☐	14	3-4	Project Management	
☐	15	3-5	3.1-1 Concept - 3 Planning	20.10.2009
☐	16	3-6	Customizing	

... the system searches within the return list ...

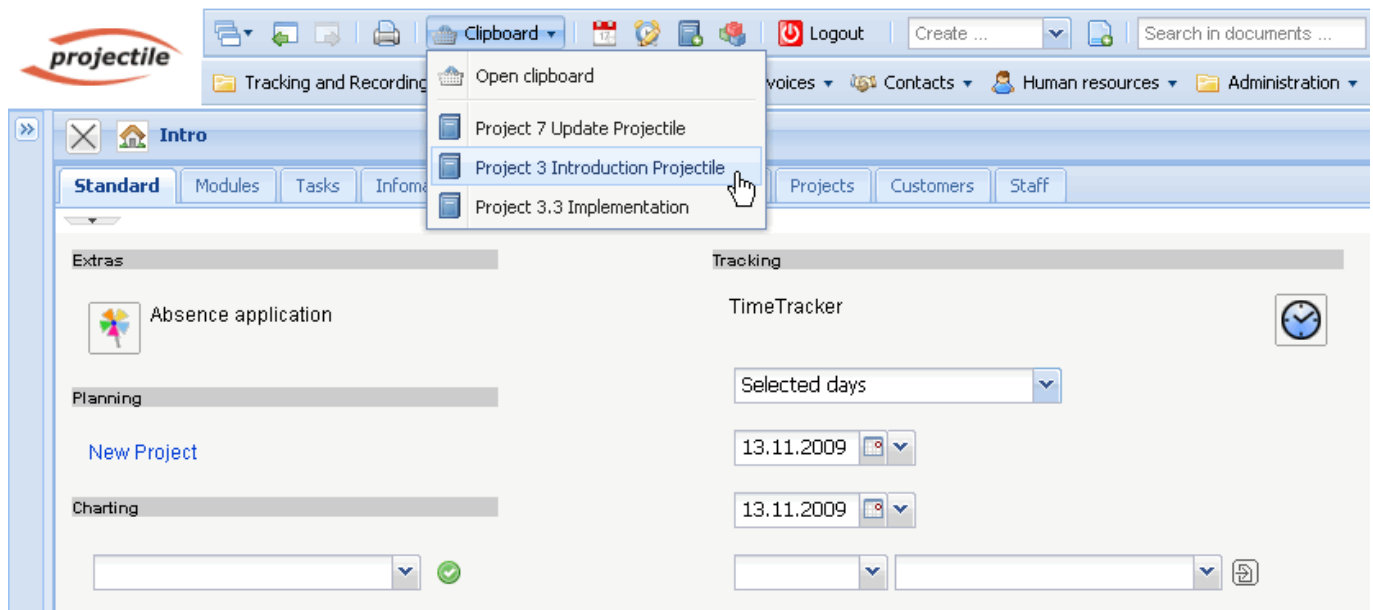
Collection Query for Job 'project'

Collection [Edit file](#) [Report](#)

page 1 of 1 jones 1 - 6 / 6

		Process number	Description	Closed
☐	1	1	Conception for combining Projectile and SAP CO/FI	15.06.2009
☐	2	11-1	Development 1.1	
☐	3	3-1	Conception for combining Projectile and SAP CO/FI	
☐	4	3-2	Installation Projectile	
☐	5	3-3	Programming 4-3	
☐	6	7-1	Conception for combining Projectile and SAP CO/FI	

A further possibility to find and open a document, is the personal clipboard. Through clicking on a link from the personal clipboard, a document can be directly opened.



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