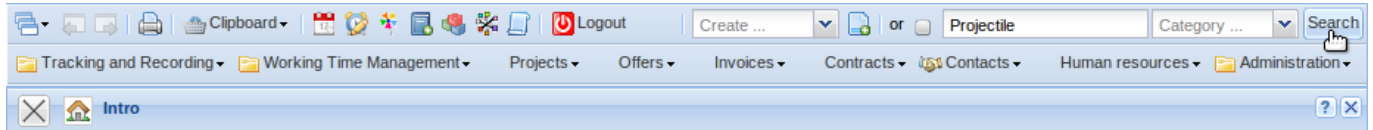


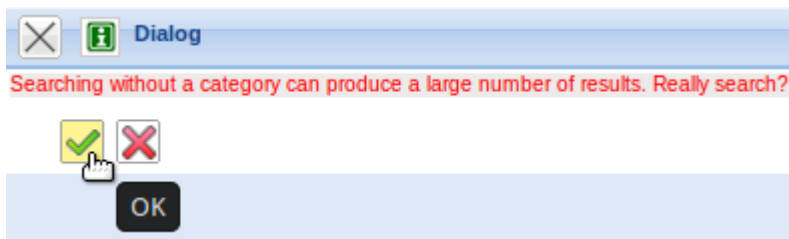
[previous](#) [Home](#) [next](#)

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.



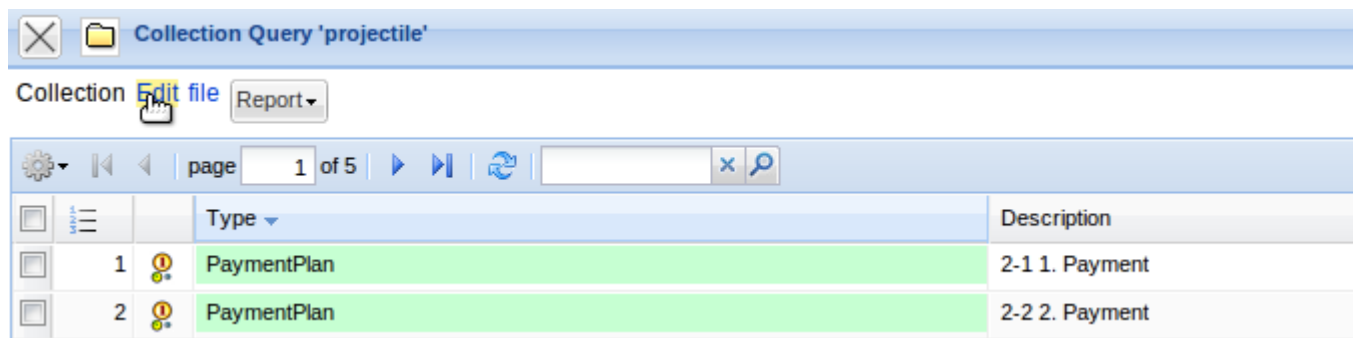
Since a query search can take some time to search all the data in the system, an appropriate warning is displayed.



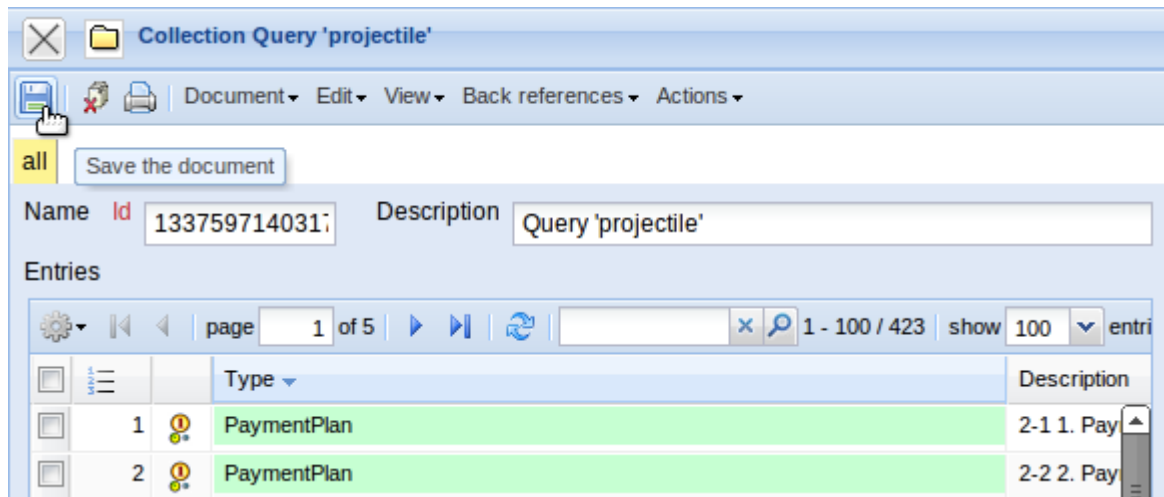
The following illustration displays a possible return list in the search query: In the return list all documents are listed, in which the defined search string "Projectile" exists.

Type	Description	State
1 PaymentPlan	2-1 1. Payment	
2 PaymentPlan	2-2 2. Payment	
3 PaymentPlan	2-3 3. Payment	
4 Payment	CS-12-04-14 16.04.2012 30.04.2012	
5 Process	10-1 Installation Projectile	0
6 Process	144-2 Handbuch	0
7 Process	144-3 Antesten Testsystem	0
8 Process	162-1-1 Conception for combining Projectile and SAP CO/FI	0
9 Process	3-13 Projectile-Version	1
10 Process	EP-1 Projektleitung	1
11 Process	EP-2 Test AA	0
12 Process	EP-3 AA Ticketsystem Erweiterung	0
13 Contract position	2-1 Projectile +5	
14 Contract	Indroduction Projectile	
15 SalesPipeline	1	
16 SalesPipeline	10 LOL AG	
17 SalesPipeline	12 Reifenhändler	

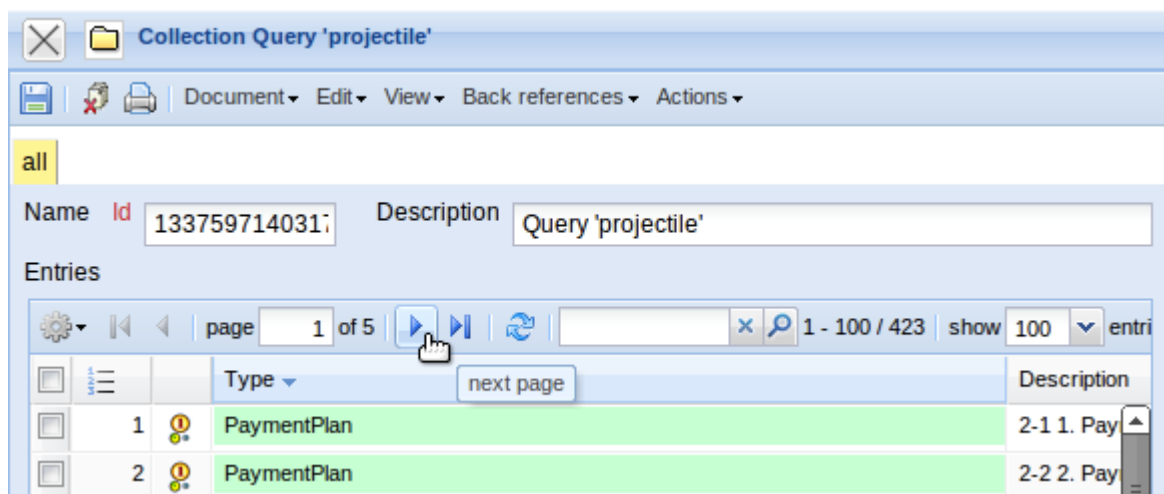
These return lists can be changed for further usage ...



... 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.

The screenshot shows a web application interface for a collection query named 'projectile'. At the top, there is a toolbar with icons for document, edit, view, back references, and actions. Below the toolbar, the 'all' filter is selected. The main section displays the query details: Name '133759714031', Description 'Query 'projectile'', and a list of entries. The entries are numbered 1 to 8, with types 'PaymentPlan' (green), 'Payment' (orange), and 'Process' (yellow). A dropdown menu is open next to the 'show' parameter, displaying options: 5, 10, 20, 50, 100, 200, 500, 1000, 5000, and 144-3 Ante. The '50' option is highlighted with a red box and a mouse cursor icon.

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) ...

Collection Query 'projectile'

Document Edit View Back references Actions

all

Name Id 133759917656: Description Query 'projectile'

Entries

page 1 of 1 projekt 1 - 78 / 78 show 100 entries

Type	Description	State
Component	Project data	
Collection	Abfrage 'Projectile'	
Collection	Abfrage 'Projectile'	
Collection	Abfrage 'Projectile'	
Collection	Abfrage 'projectile'	
Collection	Abfrage 'projectile'	
Project	1 Introduction Projectile	Active
Project	101 Projekt 3.9.9.0	Active
Project	123 Hasenprojekt	Active
Project	141 P 41100	Active
Project	177 P4320	Active
Project	178 P4330	Active
Project	EP Implementation Projectile	Closed live
Invoice line	129-1 Lizenzgebühren der Serverversi...	
Invoice line	174-7 Budget 215-4 Projectile +5	
Invoice line	176-7 Budget 215-4 Projectile +5	
Process	EP-1 Projektleitung	1

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

Project 1 Introduction Projectile

Document Edit View Back references Actions

Master data Involved persons Portfolio Risk assessment Status Budget Financial data Auftrag Project activity log Misc Rückverweise

BaseInformation

Project number **Number** 1 **Status** Closed live

Description
Introduction Projectile

Project start/end date **From** 21.05.2012 **To** 31.03.2011

StructureElements

Parent project
Subprojects

Number	Description	Status
1.1	QM-Verwaltung	Closed live

Processes

Process number	Description
1-1	Develop
1-3	Projectmanagement
1-4	Projektmanager
1-2	Spezifikation
1-5	Testing

Milestones
No entries

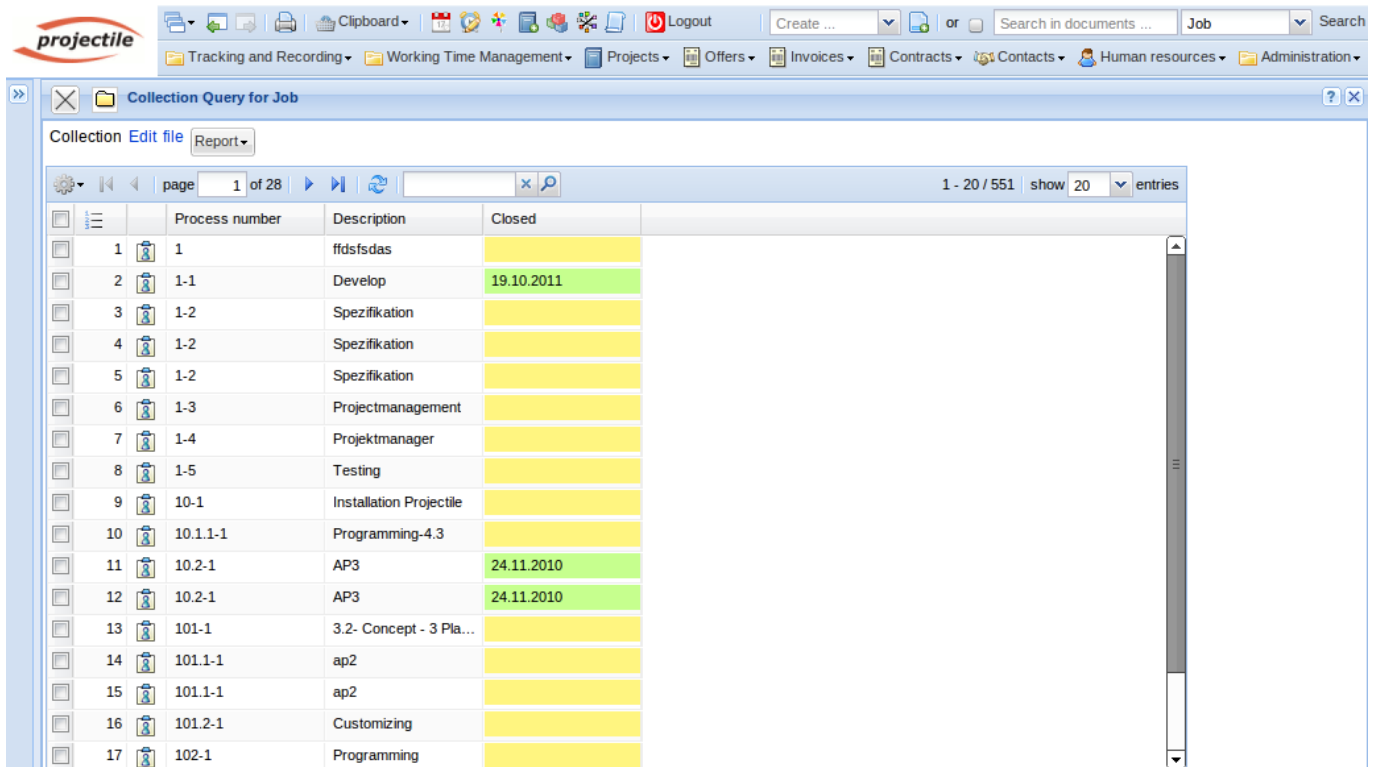
Estimations

Grade of completion

Number	State
1-A	65,00

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

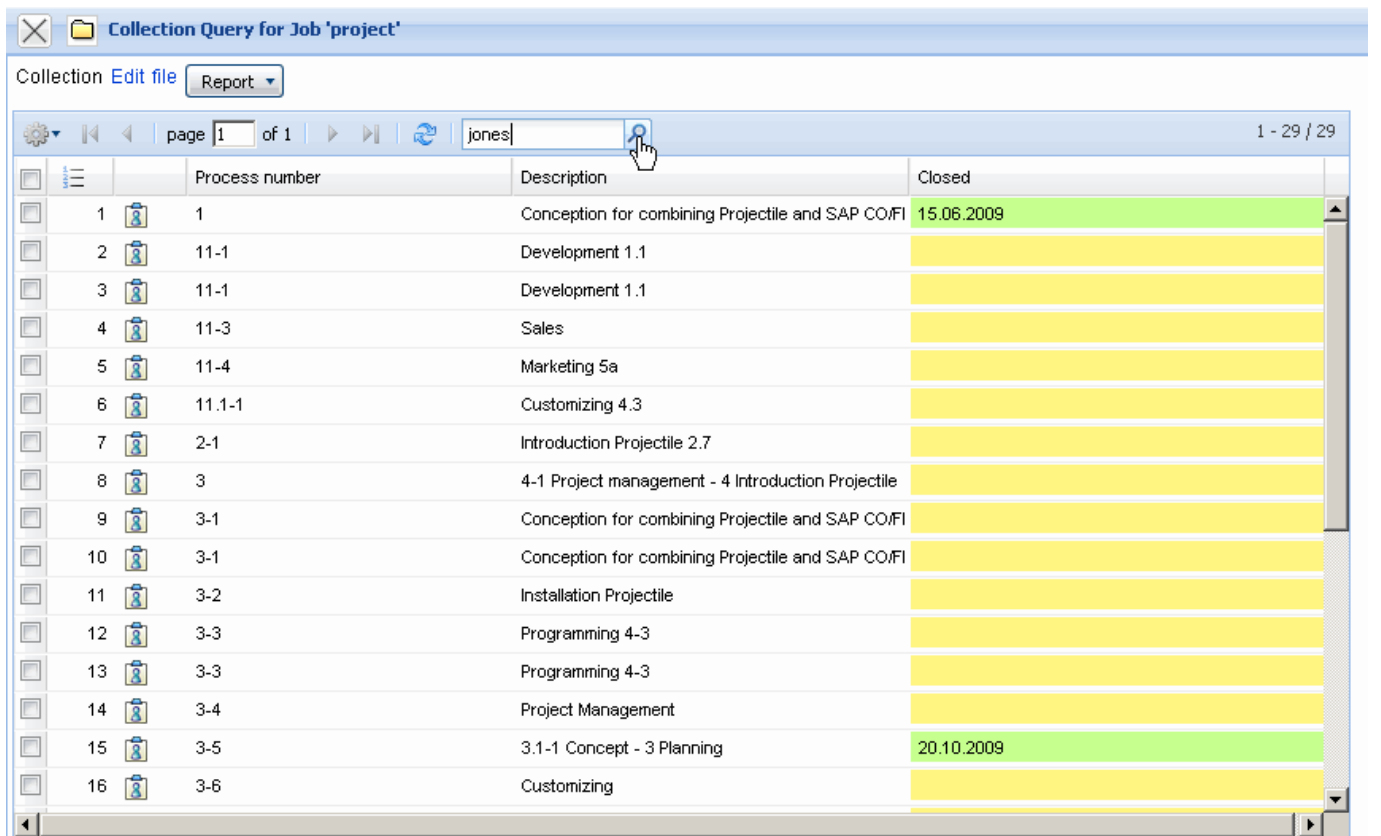
The second example for using the document search displays the possibility of searching for a certain string within a document type (category), which further limits the search: In the example, the user would like a list of all documents of the job type, in which the string "Development" exists ...



	Process number	Description	Closed
1	1	ffdsfsdas	
2	1-1	Develop	19.10.2011
3	1-2	Spezifikation	
4	1-2	Spezifikation	
5	1-2	Spezifikation	
6	1-3	Projectmanagement	
7	1-4	Projektmanager	
8	1-5	Testing	
9	10-1	Installation Projectile	
10	10.1.1-1	Programming-4.3	
11	10.2-1	AP3	24.11.2010
12	10.2-1	AP3	24.11.2010
13	101-1	3.2- Concept - 3 Pla...	
14	101.1-1	ap2	
15	101.1-1	ap2	
16	101.2-1	Customizing	
17	102-1	Programming	

... 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  ...



	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 ...

