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5.02 Search and Find

Search Machine

Non-constraining Search

The search machine is used for finding data. Entering a search string in the search box and selecting a catagory, all documents in the catagory are searched using the string on the basis of a full text search. Using the category field limits the selectable document types.



Searching the complete data pool without selecting a category is also possible. Because these searches can take longer, a warning appears when no selection has been found.



Result List

The following illustration shows a possible result list with the search query: In the result list all documents are listed, in which the defined search string "Projectile" has been found.

	projecti			🖹 🔻 🐺 🛛 🔒 🛛 🌰 Clipboard 🗸 📔	📅 🧭 🔜 🧠 🛛 💟 Logout	Cre	ate 💌 🔒	Projectile	Category	 Search
	proje	ojectile		🚡 Tracking and Recording 👻 🧾 Offers 👻 📔	🖥 Projects 👻 📔 Invoices 🕶 🍇 Contacts 👻 🚨	Human resources 🔻 📴 Administration 👻				
≫	Collection Query									
	Colle	ction	Edit fil	e Report •						_
	₩	M	∢	page 互 of 5 🗼 🕅 🧶 show 1	00 🗸 entries	401 - 458 / 49	58			
		Ξ		Туре 🔻	Description	State				
		409	=	Offer line	3-1 Pos. 1					
		410	a	Offer line	4-1 Job Project					
		411	e	Offer line	5-1 Job - Introduction					
		412		Offer		No Offer				
		413	i	Offer	CS-09-09-1	Offer Included				
		414		Offer	CS-09-10-2	No Offer				
		415	iii 🐣	Offer	TLC-09-10-3	Offer Included				
		416	iii *	Offer	TLC-09-10-4	Offer Included				

This result list can also be modified for later usage ...

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📃 410 뒖 ^A	Offer	CS-09-09-1				

... and saved ("Query Projectile").

Collection Query								
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Entries								
i i i i i i i i i i i i i i i i i i i	page 5 of 5 🕨 🕅 😂 show 1	00 🔽 entries	401 - 455 / 455					
	Type - Description State							
109 🗑 Offer No Offer								
410 📑	Offer	CS-09-09-1	Offer Included					
411 📑	Offer	CS-09-10-2	No Offer					
412 📑	Offer	TLC-09-10-3	Offer Included					
413 🗃 🖉	Offer	TLC-09-10-4	Offer Included					

In the result set, using the navigation menu pages can be changed to the previous or next page and/or to the first or last page. Here a result list is displayed with 471 entries, in which the first 100 documents are visible.

Change to next page:

<u></u>	• 🛛		page 3 of 5	🕨 🍣 show 100	▼ entries	P		201 - 300 / 471
	± =		Туре	next page	Description		State	
	216		Invoice header		CS-09-09-1		No invoice	_
	217	iii) 🐣	Invoice header		CS-09-09-2		Billed	
	218	<u>.</u>	Invoice header		TLC-09-10-4		No invoice	
	219	<u>ii</u>) 🐣	Invoice header		TLC-09-10-5		Billed	
	220	<u>ii</u>) 🐣	Invoice header		TLC-09-10-6		Billed	
	221		Invoice header		TLC-09-10-7		No invoice	

to the last page:

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3/7

્રે	• 4		page 3 of 5 🕨 🙀 🍣 show 100	▼ entries	201 - 300 / 471
	1 2 3		Type	Description	State
	216	i	Invoice header	CS-09-09-1	No invoice
	217	<u>iii</u> *	Invoice header	CS-09-09-2	Billed
	218		Invoice header	TLC-09-10-4	No invoice
	219	iii 🐣	Invoice header	TLC-09-10-5	Billed
	220	iii 🐣	Invoice header	TLC-09-10-6	Billed
	221	m	Invoice header	TLC-09-10-7	No invoice

<u></u>	· 14	4	page 5 of 5 🕨 🎽 🍣 show 100	v entries	101 - 200 / 471
	1 2 3		Туре 🔻	Description	State
	143		Project	1 Introduction Projectile 2.5	BeingPlanned
	144		Project	1.1 Planning	BeingPlanned
	145		Project	1.2 Customizing	BeingPlanned
	146		Project	2 Introduction Projectile 2.7	Open
	147		Project	2.1 Planning	Open
	148		Project	2.2 Customizing	Open
	149		Project	3 Introduction Projectile	Active
	150		Project	3.1 Introduction Accounting	Active
	151		Project	3.1.1 Introduction Accounting	Active
	152		Project	4 Customizing crm system	Passive

The amount of displayed results can be set.

<u></u> ;}•	M	4	page 🔼 of 5 🕨 🔰 🛛 🍣 show	100 🗸 ent	ries 🔎	101 - 200 / 471
			Туре 🔻	5	tion	State
	143		Project	10 20	uction Projectile 2.5	BeingPlanned
	144		Project	50	ining	BeingPlanned
	145		Project	100	tomizing	BeingPlanned
	146		Project	200 _و لس	uction Projectile 2.7	Open
	147		Project	500	ining	Open
	148		Project	5000	tomizing	Open
	149		Project	3 introd	uction Projectile	Active
	150		Project	3.1 Intro	oduction Accounting	Active
	151		Project	3.1.1 In	troduction Accounting	Active
	152		Project	4 Custo	omizing crm system	Passive

- };}•	1		page 🚺 of 3 🕨 🔰 🛛 🍣 show 200	v entries	1 - 200 / 471
	=		Туре 🔺	Description	State
	44	iii *	Offer	CS-09-09-1	Offer Included
	45	ini i	Offer	CS-09-10-2	No Offer
	46	iii *	Offer	TLC-09-10-3	Offer Included
	47	🔟 ⁴	Offer	TLC-09-10-4	Offer Included

The columns of the list can be changed and the size can be modified.

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್ರಿ	• 14	4	page 1 of 2 🕨 🔰 😂 show 50	v entries	1 - 50 / 99
	1/22		Туре 🔺	Description	State
	1	6	Action	1-1 Williams George Meeting	State
	2	<u>iii</u>	Offer	CS-09-09-1	Offer Included
	3	-	Offer	CS-09-10-2	No Offer
	4	<u>ii</u> *	Offer	TLC-09-10-3	Offer Included
	5	<u>.</u>	Offer	TLC-09-10-4	Offer Included
	6	24	Project timing	3-1 Conception for combining Projectile and SAP C	

3	• 14	4	page 🚺 of 2 🕨 🕨 🛛 🍣 show 50	entries	1 - 50 / 99
	102		Туре 🔺	Description	State
	1		Action	1-1 Williams George Monting	A
	2	<u>iii</u>	Offer	CS-09-09-1	Offer Included
	3	Ē	Offer	CS-09-10-2	No Offer
	4	iii 🐣	Offer	TLC-09-10-3	Offer Included
	5	iii 🐣	Offer	TLC-09-10-4	Offer Included
	6	24	Project timing	3-1 Conception for combining Projectile and SAP C	

<u>್</u> ಚಿ.	• 14	4	page 1 of 2 🕨 🔰 🍣 show 50	v entries	1 - 50 / 99
	123 23		Type 🔺 🔶	State -	Description
	1	6	Action	I	1-1 Williams George Meeting
	2	iii) 🐣	Offer	Offer Included	CS-09-09-1
	3	i i i	Offer	No Offer	CS-09-10-2
	4	<u>iii</u>	Offer	Offer Included	TLC-09-10-3
	5	iii 🐣	Offer	Offer Included	TLC-09-10-4

Through clicking on a document in the result list, it can be navigated directly to the appropriate document.

<u></u>	1	4	page 🚺 of 1 🕨 🕅 🖓 show 200	✓ entries planning × ₽	1 - 23 / 23
			Туре	Description	State
	1		Project	1 Introduction Projectile 2.5	BeingPlanned
	2		Project	1.1 Planning	BeingPlanned
	3		Project	2 Introduction Projectile 2.7	Open
	4		Project	2.1 Planning	Open
	5	۸	Ticket	New introduction to project planning 02	02
	6	۸	Ticket	Problem with splitting jobs in project planning 03	03
	7		Project	3 Introduction Projectile	Active

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



Constrained Search (advisable!)

The second example for using the document search displays the possibility to search for a certain string within a document type (category), which means, further limiting the search: in the example the user would like to list all documents with the top/parent project type where the string "Projectile"

exists ...

nucioatilo	🗟 - 📮 📮	🌰 Clipboard 🔻	🗒 😥 🛙	8	🚺 Logout	Create	👻 🔒 Projectile	Project	Search
projectile	盲 Tracking and Recordin	ig 🔹 🧾 Offers 🔹	Projects	- 🗐 1	invoices 🔽 🄯 C	ontacts 🔻 🚨	Human resources 👻 📴 Administ	tration 🔻	

... and in the result list all offers are displayed, which contains the string CS. It makes no difference if this string is in the description or in another element of the document.

projectile	🚍 🗸 🗔 🛛 🖨 🖓 Clipboard 🗸	🛛 📆 😥 🔜 🧠 🚺 Logout 🛛	Create 🔽 🔒 🛛 Projectile	Project 💌	Search
projectile	📄 Tracking and Recording 👻 🧾 Offers 🔹	🔹 📄 Projects 👻 🧾 Invoices 🔹 🍇 Con	tacts 👻 🔱 Human resources 👻 📴 Administ	tration 👻	
» 🗙 🗅 o	ollection Query for Project 'Projectile'				? X
Collection E	dit file Report 🔻				
iii: •	🖣 🛛 page 🚺 of 1 🕞 🕅 🖓 🗌	P		1 - 7 / 7	
	Number		✓ Status		
1	[1.1	Planning	BeingPlanned		
2	2.1	Planning	Open		
3	2	Introduction Projectile 2.7	Open		
– 4	1	Introduction Projectile 2.5	BeingPlanned		
5	= 3	Introduction Projectile	Active		
6	1.2	Customizing	BeingPlanned		
7	2.2	Customizing	Open		
•				•	

The result list can be sorted...

<u>نې</u> ،	• 14	4	page 🚺 of 1 🕨 🕅 💝 🛛 Planning	× P		1 - 5 / 5
	123		Number	Description 👻	Status	
	1		1.1	Planning	Z Sort Ascending	
	2		2.1	Planning	X ↓ Sort Descending	
	3		2	Introduction Projectile 2.7		
	4		1	Introduction Projectile 2.5	Benghannea	
	5		3	Introduction Projectile	Active	
•						•

and columns can be displayed/hidden.

4	page 🚺 of 1 🛛 🕅 🖓 Planning	× P				1 - 5	5/5
	Number	Description 👻	- 3	Status	_		
	1.1	Planning	Az↓	Sort Ascending			
	2.1	Planning	Z ↓	Sort Descending			
	2	Introduction Projectile 2.7		Columns 🕨		±— 0	1
	1	Introduction Projectile 2.5		bangnannea		i= 4₽	
	3	Introduction Projectile	1	Active		Ni yashi ay	
					×	Number	
					1	Description	
					V	Status	

Within the result list the search can be further limited. In the navigation bar a string can be entered in the input field.

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	Ξ		Number	Description -	Status
	1		1.1	Planning	BeingPlanned
	2		2.1	Planning	Open
	3		2	Introduction Projectile 2.7	Open
	4		1	Introduction Projectile 2.5	BeingPlanned
	5		3	Introduction Projectile	Active
	6		1.2	Customizing	BeingPlanned
	7		2.2	Customizing	Open
•					•

After clicking the magnifing glass symbol the system searches within the search list.

÷	M	4	page 🚺 of 1 🛛 🕨 🖉 🛛 Planning	Q ×	1 - 5 / 5
	=		Number	Description 👻	Status
	1		1.1	Planning	BeingPlanned
	2		2.1	Planning	Open
	3		2	Introduction Projectile 2.7	Open
	4		1	Introduction Projectile 2.5	BeingPlanned
	5		3	Introduction Projectile	Active
•					•

Personal Clipboard

The personal clipboard offers a further possibility to find and open a document.

Documents can be transfered to the personal clipboard ...

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Project 3 Introduction Projectile									
📄 🗽 🚔 📥 🛯 🖻 🝳 🗒 🖉 Document 🔹 Edit 🔹 View 🔹 Back references 🔹 Actions 🔹									
Master dat	Copy this docum	ent to the clipb	oard Status Budget	Financial data	Order data	Documentation	Misc		
Project number	Number 3					Status	Active	~	
Description	scription Introduction Projectile								
Project start/end date	From 09.06.20	09 🖪 🗸	To 30.10.20	09 🖪 🕶					
Parent project									
Subprojects	∰ • 4 4	page 1	of 1 🕨 🕅 ಿ		9				
		Number	Description	Status	Begin pla	nning End plar	ning		
	Image:								

and documents can be directly opened with a mouse click on the link from the personal clipboard.

	🚬 🔤 📮 斗	🕋 Clipboard 🗸 🛗 😥 🔜 🧶	Logout Crea	ate 💌 📘	Projectile	Project
project	Tracking and Recordin	🕋 Open clipboard	s 👻 🄯 Contacts	s 👻 🤱 Human res	sources 🔹 📄 Administration 👻	
» 🗙 🔬	Intro	GoodsGroup 1 Projectile				
Standard	d Modules Tasks Infoma	ChangeRequest 3-1 Change request	ustomers Proje	ects Staff		
_		Collection Query Projectile				
]▼ 🚖	Project 3 Introduction Projectile				
My pro	ojects	Project 1 Introduction Projectile 2.5				
÷	4 4 page 1 of 1	- reject o inclodation rejectio	J			1 - 1 / 1
Y Pro	ject 3 Introduction Projectil	1				
📄 🧝 📥	🔓 🖻 🍳 🖳 Docum	ent 🔹 Edit 🔹 View 🔹 Back references 🔹	Actions 🔻			
Master data	Involved persons Portfol	Status Budget Financial data	Order data	Documentation	Misc	
Project number	Number 3			Status	Active	*
Description	Introduction Projectile					
Project start/end date	From 09.06.2009 • •	To 30.10.2009				

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