

Searching for Records

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Overview

Some lists of values can be very long and cumbersome to find and select. To make selecting values easier, use the Search feature. On each Full List there is a search bar that is used for text searches.

Using the Search Listing

Once you have selected the desired listing form the Open Full List drop down menu, the search option allows you to find the record quickly.

- All text searches will return records matching *any* part of the search term. For example when searching your Items for descriptions containing the word "Cap", the search will find descriptions for "Cap and Short" & "Yellow Baseball cap".
- Use the drop down list to the right of the search bar to select the Field you want to search within.

The screenshot shows the OrderTime software interface. The top navigation bar includes Home, Sales, Purchasing, Production, Warehouse, and Reports. The main content area is titled "Customers" and features a search bar labeled "Search Customer" with a dropdown menu for "Full Name". A table of customer records is displayed below the search bar. The table has columns for FULL NAME, COMPANY, BILL ADDRESS STREET, BILL ADDRESS CITY, BILL ADDRESS STATE/PROV./REG., TYPE, SALES REP, and ACTIONS. A red box highlights the search bar and its dropdown menu. A blue arrow points to the "Customers" option in the left-hand navigation menu. A tooltip "Click to view customer list" is visible over the "Customers" option.

FULL NAME	COMPANY	BILL ADDRESS STREET	BILL ADDRESS CITY	BILL ADDRESS STATE/PROV./REG.	TYPE	SALES REP	ACTIONS
21st Century	21st Century	4720 N 36 Ct	Columbia	MD	Retail	Cid and Son Garden Nursery	🔍 🗑️
34234	Atalou micro system						🔍 🗑️
44214234	42342	4651 SHERIDAN ST	HOLLYWOOD	FLORIDA			🔍 🗑️
45	Ian		Hollywood	FL			🔍 🗑️
5345							🔍 🗑️
60 Minutes Car Repair	60 Minutes Car Repair						🔍 🗑️
000000							🔍 🗑️
Accounting	LLD						🔍 🗑️
Adam Cole							🔍 🗑️
Alexandria Professional		4651 SHERIDAN ST	HOLLYWOOD	FL		Cardio Access Inc X	🔍 🗑️

- To memorize your search field use the **List Options** pop-up box, click the *Other* tab, select the desired field in Search by and click Save. Click on the Gear icon on the right hand side of the screen.

The screenshot displays the OrderTime application interface. At the top, there is a navigation bar with tabs for Home, Sales, Purchasing, Production, Warehouse, and Reports. The main content area is titled 'Sales > Customers' and contains a table of customer records. A 'List Options' dialog box is overlaid on the table, with the 'Other' tab selected. The dialog includes a 'Records per page' dropdown set to '10' and a 'Search by' dropdown set to 'Full Name'. A blue arrow points to the 'Search by' dropdown. The background table has columns: FULL NAME, COMPANY, BILL ADDRESS STREET, BILL ADDRESS CITY, BILL ADDRESS STATE/PROV./REG., TYPE, SALES REP, and ACTIONS. The table contains several rows of customer data, including '21st Century', '44214234', '45', '5345', '60 Minutes Car Repair', '888888', 'Accounting', 'Adam Cole', and 'Alexandria Professional'. A 'New Customer' button is visible in the top right corner of the table area.

Click on **Save** when done.