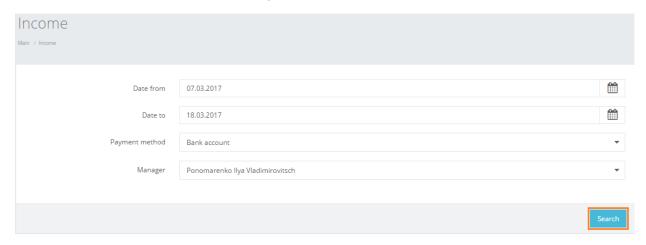
3.6. Search

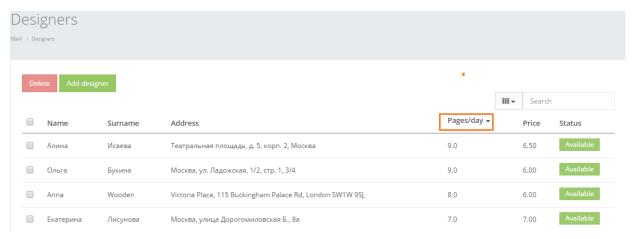
Use "Search" section, which is located above the table, to filter data. In order to filter the needed data you will have to fill in the data or choose from the available options.

There is documentation of search options in every section related to the database (vendors, Customers, Invoices etc.).

Click "Search" button to initialize a search process.



In every table the user can filter data according to the column. Click the column name to sort all data according to the particular column.



Use fast search function to type in letters, numbers or words for immediate search of the information.



! Please note that you can use Search option and Fast search option afterwards, if needed. However, if you will process Fast search request and after this fill in a parameter in any of the

Search fields, the system will drop down a Fast search parameter, but use only Search information.

Use drop down option to check the columns, which you want to be revealed in the table. Unchecked columns will be hidden. User can always browse a full table by simply checking all columns.

