Global and Quick Searches

Global Search

This search is run from the home page and will quickly show all contract records containing a specific keyword(s) in any field of the record.

Locate the Global Search toolbar

- Once logged in, locate the search toolbar on the right side of the home page
- Enter the search keyword in the search box
- Specify if you want to search across all public WWU contracts, or within your submitted contracts
- Click “Go”

Quick Search

This search feature is accessed directly from the contracts table and is designed for non-recurring searches to find specific records, with more searching functionality than the global search.

Bring up the Quick Search bar

- Select either My Contracts or WWU Contracts
- From the contracts table, click on the word “Search” or the magnifying glass icon, located on the right side of the table toolbar.
• This will bring up the **Quick Search** bar above the table.

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**Set up the Quick Search**

- **Field** box: the first input box (**TEXT**) contains a drop down list of all contract fields within the record that can be searched.
  - Example: “**Contract Type**” or “**Contracting Party**”
  - Select a specific field
  - Selecting “-TEXT-“ will search within all the available fields
- **Operator** box: the next input box (**contains**) defines the operator of the search and
  - Example: “**equals, =**” or “**contains**” or “**is more than, >**”
  - The operator selection will change depending on the input of the field box.
    - A numeric or choice field vs. a text field
- **Value** box: Enter the value to be searched
  - Example: “**Internships**” (for Contract Type) or “**Bellingham School District**” (for
To find an exact input value for a drop down field in the contract record, click the magnifying glass next to the value box. A new window will open with a list of inputs for that field. Using the search bar at the top of the window can narrow down the list quickly. This can also be used to find contracting parties if they have been entered into the system, or specific users. Select the input by clicking the red arrow on left side of the row.
Below these first three input boxes are more criteria options:

- Show All checkbox – Removes all search criteria to display table records.
- Refine checkbox – Used to search within results of an already executed search using new criteria.
- String checkbox – Select to perform a database search.
- Context checkbox – Select to show where the search value occurs within the record result (useful for the “TEXT” field input).
- Active only checkbox – Select to display only displays active records.

- Click “Go” to run the search.
- The next example photo on page 4 shows a search for Contract Type = Internships.

Status: 25 record(s) found. 1 page(s) Click for details...

Refining an Executed Quick Search

- It is possible to search within the results of your first search using the “Refine” option.
  
  - Example: You have done a search for “Contract Type” → “equals” → “Internships” and now want to search for Internships with the Bellingham School District.
- From the executed search results, enter the next search criteria into the search bar
- Click the “Refine” checkbox on the search bar

Status: 1 record(s) found. 1 page(s) Click for details....