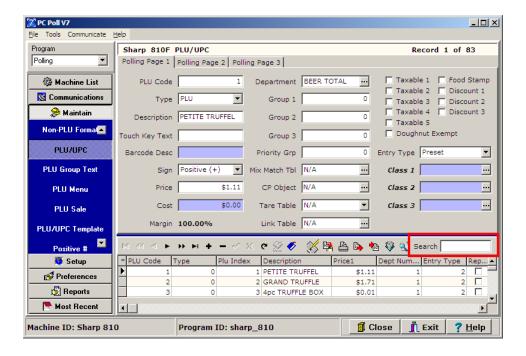
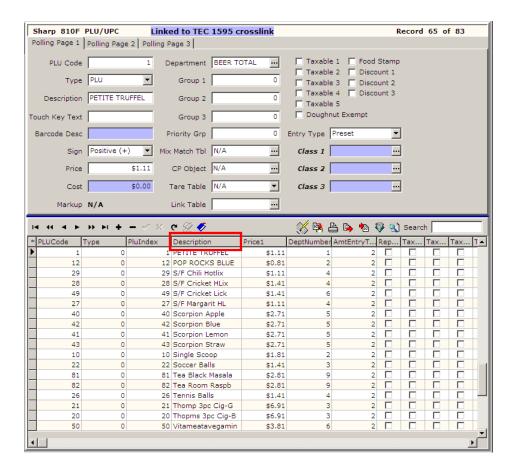
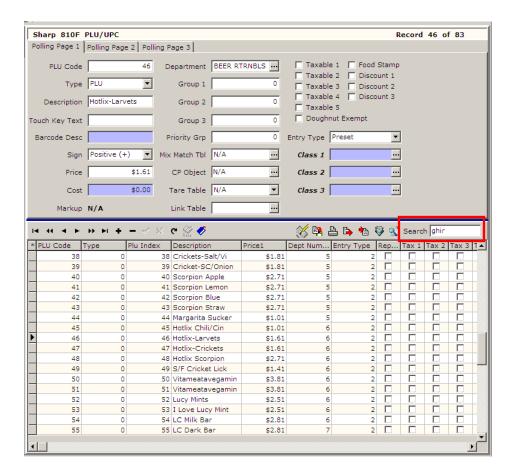
Search



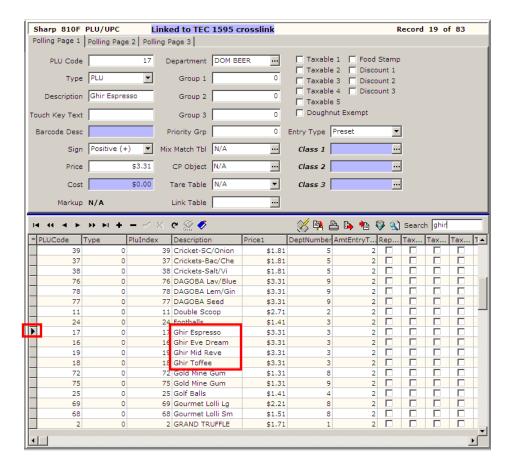
With the Search function, the user can quickly search for a record by typing in the search prompt box on the toolbar (in the red box above). The cursor in the lower grid will move to the first record that matches the requested search value most closely. *Note: The search feature searches within the selected column of the listing. You can select a column by clicking on its header.*



1. Click on the column header to search by in the lower grid, which in this case is **Description**.



2. Type in the Search box what record you are looking for. To find items with Ghirardelli® chocolate, "ghir" is entered in the search box. Click **Enter** on the keyboard.



- 3. The cursor on the left, points to the first item with "ghir" in the description.
- 4. There are four items listed that match the search criteria: Ghir Espresso, Ghir Eve Dream, Ghir Mid Reve, and Ghir Toffee.
- 5. Any program area such as Machine List, Communications, or Maintain with a **Search box** in the toolbar can use the Search function.