General Documents-Search

Clicking the Search button will open the Document Search form. This form is used to locate a document based on the User search options selected in the header area of the form.

The User must select at least one of the Search In options then type in search criteria in either the File Name or Description field. Once criteria has been entered, click the Search Button to the right of the Description field. If any documents are found matching the criteria entered, those documents will be displayed in the grid area of the form. The User may open the document for viewing by highlighting the document in the grid then click the Select button at the lower right of the form. The document may also be opened by double-clicking on a document within the grid list.