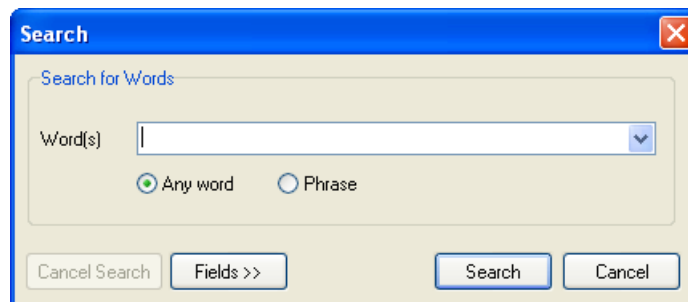
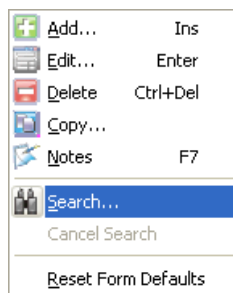


Searching for a Record in the Grid

You can find a record by entering any piece of information you know about the record. For example, you can find a customer or supplier by entering their telephone number. Or, you can find a transaction by entering the transaction amount, reference, or part of the description.

To find a record:

- 1 Click on the Search button on the grid, or right click the work area and choose Search from the popup menu.



- 2 Click on the Fields button to select the fields on which to search.

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| | <p>The SagePay search is a field level search. Any value you type in the Words text box must appear in all the fields selected in the Fields section.</p> <p>For example, if you select the fields <i>Code</i>, <i>Surname</i> and <i>Address</i> and search on the word "Bond" - then the word "Bond" must appear in Code, Surname and Address before a record match is found.</p> |
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- 3 YOU DO NOT WANT TO SEARCH ON ALL FIELDS. If all fields are selected, ensure the Search all fields checkbox is unticked and click None to unselect all fields.
- 4 Tick the field(s) to search on. We recommend you search on only one field. The field names match the field names on the Employee maintenance windows.
- 5 In the Word(s) field, enter the value you are looking for. It can be a letters, numbers and/or date values. You can also pick a previous search item from the dropdown list.
- 6 To perform a search where all words need to appear in the field to find a match, select the Phrase radio button. For example, if you enter the words Part-time Casual and select the field.
- 7 If more than one word is entered and you want to find records where any of the words needs to be in a field to find a match, select the Any Word radio button. Click Phrase if the system must find records with all the words you enter.
- 8 Click the Search button to begin the search.
- 9 The work area displays all records that contain the value you enter. If no records display, it means that there is no record with that value.



To end the search, return to the Search option and click Cancel Search. If you do not cancel the search, the search remains in force until you logout. If you leave the program function and return to it later in the same session, the search will still be in place.