

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.

Income

Main > Income

Date from: 07.03.2017

Date to: 18.03.2017

Payment method: Bank account

Manager: Ponomarenko Ilya Vladimirovitsch

Search

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.

Designers

Main > Designers

Delete Add designer

	Name	Surname	Address	Pages/day	Price	Status
<input type="checkbox"/>	Алина	Исаева	Театральная площадь, д. 5, корп. 2, Москва	9.0	6.50	Available
<input type="checkbox"/>	Ольга	Букина	Москва, ул. Ладужская, 1/2, стр. 1, 3/4	9.0	6.00	Available
<input type="checkbox"/>	Анна	Wooden	Victoria Place, 115 Buckingham Palace Rd, London SW1W 9SJ,	8.0	6.00	Available
<input type="checkbox"/>	Екатерина	Лисунова	Москва, улица Дорогомиловская Б., 8а	7.0	7.00	Available

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

Designers

Main > Designers

Delete Add designer

Search: London

	Name	Surname	Address	Pages/day	Price	Status
<input type="checkbox"/>	Anna	Wooden	Victoria Place, 115 Buckingham Palace Rd, London SW1W 9SJ,	8.0	6.00	Available

! 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.

Designers

Main > Designers

Delete Add designer

<input type="checkbox"/>	Name	Surname	Address	Pages/day
<input type="checkbox"/>	Anna	Wooden	Victoria Place, 115 Buckingham Palace Rd, London SW1W 9SJ,	8.0
<input type="checkbox"/>	Алина	Исаева	Театральная площадь, д. 5, корп. 2, Москва	9.0
<input type="checkbox"/>	Андрей	Ростер	Москва, ул. Шарикоподшипниковская, 11, стр. 5	5.0

Search

- Name
- Surname
- Address
- Pages/day
- Price
- Status