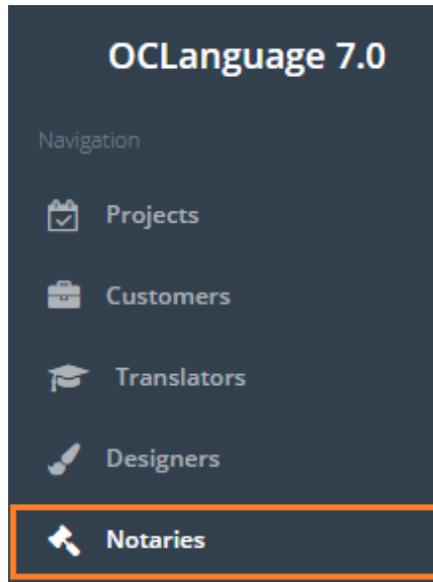


8.12. Notaries table

In order to open the Notaries database, in the main menu click “Notaries”.



User can filter data in Invoices database by using 3 methods:

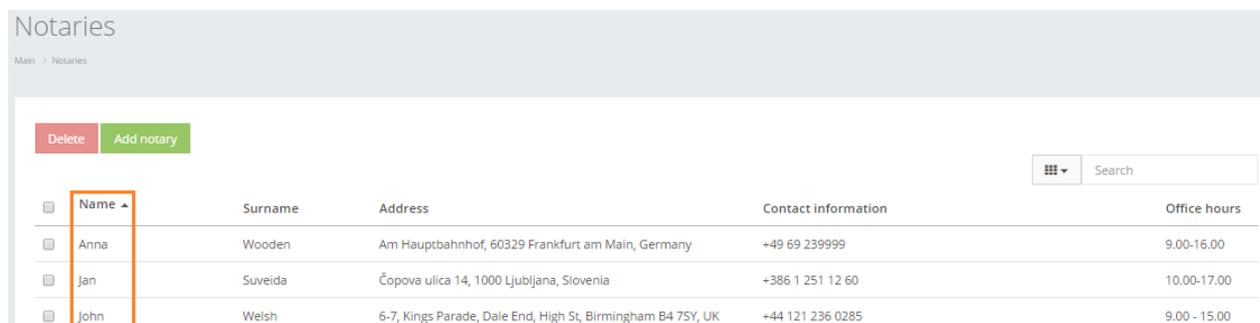
1. Type letters or numbers in “Search” field and click “Enter”



System searches data according to all parameters (columns) in the Notaries database.

! Please note that the data filter can be removed by deleting text in “Search” field and clicking “Enter”.

2. Filter data by sorting data from A to Z and vice versa by clicking on the column name.



3. Review the columns that you want to see in the Invoices table. To add or remove a particular column from the table, simply click  and select columns that you want (or do not want) to view in the Notaries database. This feature is especially relevant,

if there are big databases with many columns and/or relatively small monitor/tablet/smartphone screen.

! Please note that the system will save these settings for upcoming user sessions.

Notaries

Main > Notaries

Delete Add notary

<input type="checkbox"/>	Name	Surname	Address	Contact information
<input type="checkbox"/>	Екатерина Валерьевна	Белинская-Орлова	Харьков, Сумская, 41 (стекляшка)	Белинская К.В. 80506064647 809730 20 грн
<input type="checkbox"/>	Римма Павловна	Зинченко	Харьков, Пушкинская, 32	0577171005, 0506341212. Заверени

Search

- Name
- Surname
- Address
- Contact information
- Office hours

Notaries table consists of the following columns:

Field	Description
Name	Notary's name
Surname	Notary's surname
Address	Notary's residence address
Contact information	Contact information in text form
Office hours	Working hours information