

# Logged Search User Guide

## Logged Search Actions

### View

To start this action, select the Logged Search you need to work on, and click the  **View** button in the  More Menu on that row.

Display the selected Logged Search.

This action displays the Logged Search similarly as for an Edit Action, except none of the fields are editable.

Useful for reviewing records without making any changes.

### Search

To start this action, click the  button above the Logged Search listing.

Allows a Search of Logged Searches.

This allows a simple text search across all Logged Searches.

To search a specific field select the field from the drop down list

### Adv. Search

To start this action, click the  **Adv. Search** button above the Logged Search listing in the  More Menu.

Allows an Advanced Search of Logged Searches.

The Advanced Search opens a new section at the bottom of the Logged Searches and allows several distinct features:

- Multiple Search Lines : allows Logged Search matches to be identified where more than one search criteria is required
- Nested Searches : allows a combination of AND and OR logic to find results
- Saved Filters : allows a search to be saved as a Filter
- Export : allows the results of the search to be exported and worked on separately

### Refresh

To start this action, click the  **Refresh** button above the Logged Search listing in the  More Menu.

Refresh the list of Logged Searches.

Allows the list of records to be refreshed.

Although the records in the system will automatically update if a another Admin is using the system at the same time, the Refresh button allows the list to be manually updated.

### Export All

To start this action, click the  **Export All** button above the Logged Search listing in the  More Menu.

Export all the Logged Searches to a List.

Exactly as for "Export to List" except rather than just Exporting the Logged Search results shown, all Logged Searches will be expored.

### Export Item

To start this action, select the Logged Search you need to work on, and click the  **Export Item** button in the  More Menu on that row.

Export only the selected Logged Search to a List.

Exactly as for "Export to List" except rather than just Exporting the Logged Search results shown, only the selected Logged Search is exported.

### Choose Columns

To start this action, click the  **Choose Columns** button above the Logged Search listing in the  More Menu.

Changes the Columns shown in the Logged Search Listing.

The Choose Columns screen shows the Selected Columns on the left, and the Logged Search Columns available on the right.

Drag and Drop column names between the two columns.

Alternatively double click on a column name to move it from one list to the other.

On the left the Selected Columns can be dragged up and down to change the ordering in the Logged Search Listing.

## Manage Filters

To start this action, click the  **Manage Filters** button above the Logged Search listing in the  More Menu.

Creates custom Filters for Logged Searches.

A Filter is a saved Advanced Search. Multiple Filters can be created for Logged Searches.

These Filters appear at the top of the Logged Search listing.

When the Filter is selected the results are restricted to only include those which match the Filter.

The Manage Filters action shows a list of existing Filters for Logged Searches where these can be managed.

## Logged Search Field Reference