Using Quick Search

Job Aid

Use the Quick Search feature to search for items in the application using a key word search. This job aid describes the Quick Search steps.

Accessing Quick Search
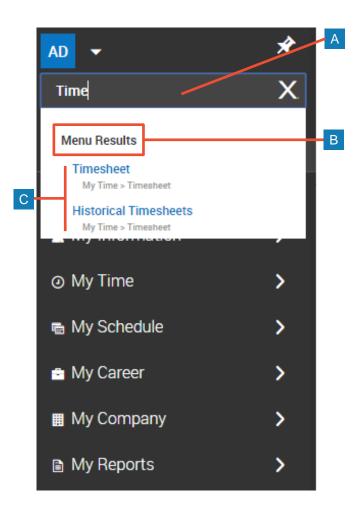
1 Click **Show Menu**.
2 Locate the search field.

Using Quick Search

1 Click in the **Search** text entry field.
2 Type the search word(s).
3 Scroll through the **Menu Results**.
4 Click the desired topic link.

   Result: You go to the application location of the item you selected, where you can perform tasks as usual.

   Note: You can also search for employees' names or ID's.

A	Search criteria entry field
B	Menu Results
C	Linked search results