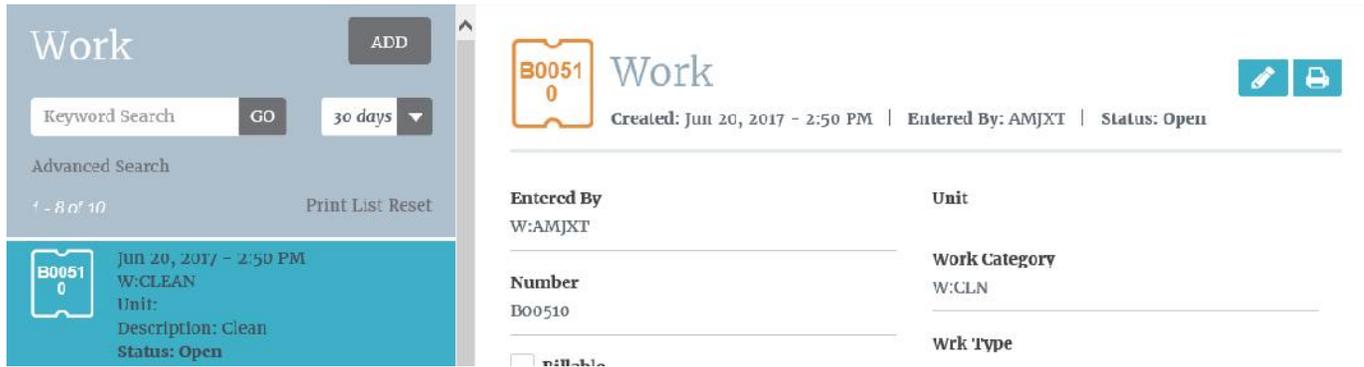


Work Search

The Work list will initially show all Work that has been entered in the last 30 days. From here you also have the option to view work entered Today, in the last 7 days, 14 days, 30 days, 60 days, 90 days, and 365 days.

For each record, the following details will be displayed: Number, Date/Time Entered, Work Type, Description, and Status. Note: the full text of the description will not display here.



From the Work List screen you can search on Work in a variety of ways:

- By selecting from the dropdown menu, you can search for work entered over the last 7, 14, 30, 60, 90, or 365 days. This will constrain your search results to see all past work entered within the selected time frame.
- The Filter field at the top of the Work screen allows you to further narrow down your list using a keyword search on the list fields (date excluded). Only those with matching text will be displayed in the list after selecting 'Go'.
- By clicking **Advanced Search** you will see a window with additional search fields appear. Enter any criteria and press the **Search** button at the bottom of the window to run the search. Note that this search is separate from the search fields visible from the Work List. Depending on which search you run, you may get different results.

Once you have your search results, click on any record to view it in detail in the pane to the right. If your search returns more than 10 results, you will have to navigate to additional pages in the Work list.

You can also select **Print List** from the Work List to print a summary of all Work displayed in the list. The columns displayed will be aligned with the fields displayed in the Work view.