



## Fully Utilizing Search Tabs

Search allows users to retrieve documents in Synergize by conditional SELECT query in a fashion similar to Query-By-Example (QBE) but with greater precision. A search query will typically start off as being very general, with a large result set, and with additional conditions become more discerning and result in a smaller, more focused result set.

The search queries described below can be used in conjunction with each other and can also be saved and shared with other users.

### Using the Search Tab:

Use the Search Tab to locate specific document types such as "New Receipts"

1. Login to the **Synergize Web Explorer** client.
2. From the **Repositories** drop down on the toolbar select **PURCHASING**.
3. In the **Document Access Panel** select the **Search** tab.
4. Type the following:  
**In\_DocTypeName** = "RM" and  
**Workflow** = "New Receipts"

### Using the Query by Field Value or Multiple Field Values Function:

Use the Query by Field Value or Multiple Field Values Function to find specific invoices.

1. Enter the following in the **Search Complex** panel (Ex. "Field Values"):
  - a. **In\_DocTypeName** = "Inv. #123" **OR**  
**In\_DocTypeName** = "Inv. #456" **OR**  
**In\_DocTypeName** = "Inv. #789"

### Using Date Ranges:

The Date Ranges search feature enables you to find a document that was created between a range of known dates.

1. Enter the following in the **Search Complex** panel:
  - a. **In\_DocCreated** >= "Jan. 1, 2010" **AND** **In\_DocCreated** < "Feb 1, 2010"

### Using the Year\_of Function:

Use the Year\_of Function to locate documents from a specific year.

1. Enter the following in the **Search Complex** panel:
  - a. **Year\_of (In\_DocCreated)** > 2009

### Using the Is\_Like Function:

Use the Is\_Like function to locate documents with certain attributes.

1. Enter the following in the **Search Complex** panel:
  - a. **In\_DocTypeName** **is\_like** "R"