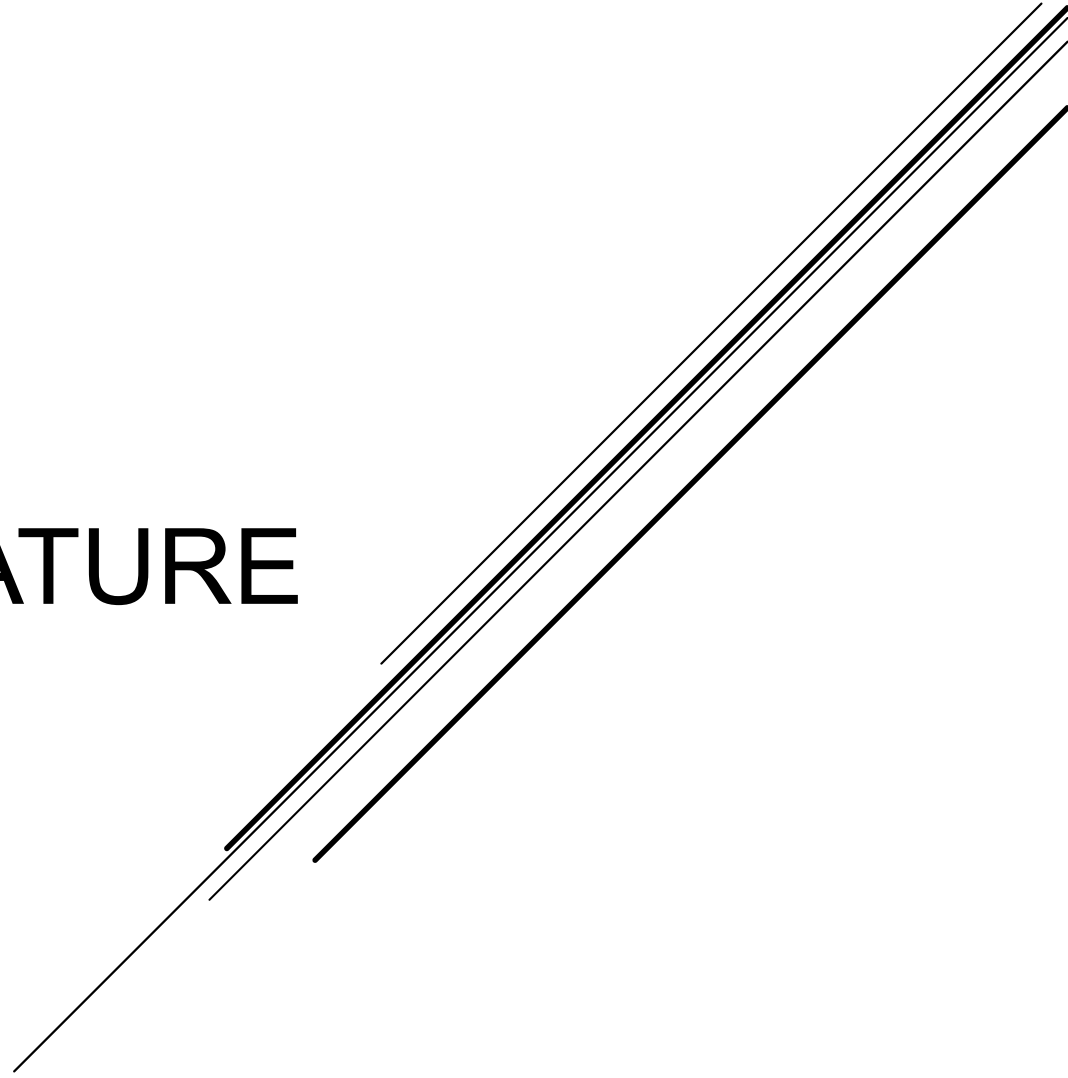


GRIDS – FIND FEATURE

SSIS Version 15.3



- ▶ Available in all Grids
- ▶ Available in all Grid Reports

WHERE IS THE GRID “FIND”
FEATURE?

- ▶ To access the new feature:
 - ▶ Right-click on any grid header
 - ▶ Select View
 - ▶ Select Find Panel

GRID FIND FEATURE NAVIGATION

2005 Find Clear

Payment Status	Payment #	Payment Type	Amount	Date	Service Vendor	Client Name
Pending approval	184304520	Payment request			LISTOE CORNER STORE	Schje, Huld Ann
Draft	150811718	Payment request			SIDNEY AND AGNES EIAN ELDERLY FOSTER INC	
Draft	116030431	Payment request			FRIKKEN COMMUNITY SERVICES	
Approved	116132895	Payment request			FRIKKEN COMMUNITY SERVICES	
Paid	188682507	Posted payment			PAYMENT INFORMATION & REFERRAL	
Paid	187900501	Posted payment				

Count: []

Payment | Comments | Paymer

Payment details
Payment #: 1843045

- Print Grid...
- Export Grid...
- Export Grid to PDF...
- Export Raw Grid...
- Go to
- Expand/Collapse
- Sort Ascending
- Sort Descending
- Clear Sorting
- View
 - Preview
 - Header Auto Height
 - Row Auto Height
 - Find Panel Ctrl+F
 - Increase Record Separator
- Group By This Field
- Group By Box
- Footer
- Group Footers

GRID ACTION MENU

View

Find Panel

- ▶ The “Find” field displays above the grid for entering options you want to find in the grid.
- ▶ It can only find information in columns currently displaying in the grid.
- ▶ Use the “Field Chooser” column to add additional columns to the grid.

HOW DOES FIND FEATURE WORK?



FIELD CHOOSER COLUMN

On the Chronology Grid,
the Field Chooser can
“Find” the name of the
Client or the name of the
Staff member.

EXAMPLE: USE BOTH SERVICES AND LAST NAME OF CLIENT

+Services -Suspended king john magan										
Find Clear										
iiii	Payment Type	Payment Status	Warrant / Eff Date	Amount	Service Vendor	Client Name	Service Start Date	Service End Date	COA Code	
	Payment request	Paid	04/26/2006	\$390.00	EIAN COMMUNITY MENTAL HEALTH SERVICES	King, Thao	03/01/2006	03/31/2006	11-430-740-3520-6065	
	Payment request	Paid	04/24/2006	\$260.00	EIAN COMMUNITY MENTAL HEALTH SERVICES	Accardo, Magan	01/01/2006	01/31/2006	11-430-710-3250-6050	
	Payment request	Paid	04/24/2006	\$357.50	EIAN COMMUNITY MENTAL HEALTH SERVICES	Accardo, Magan	02/01/2006	02/28/2006	11-430-740-3520-6065	
	Payment request	Paid	04/24/2006	\$122.50	EIAN COMMUNITY SERVICES	Accardo, Magan	01/01/2006	01/31/2006	11-430-750-3650-6094	
	Payment request	Paid	04/20/2006	\$400.00	EIAN COMMUNITY SERVICES	King, Thao	01/01/2006	01/31/2006	11-430-710-3810-6077	

MULTI-LEVEL GRIDS

General Reports

Case List - with Clients

Garland Find Clear

Workgroup Name	SSIS WG #	CP Report Track	Level of Risk	Risk Level Date	Primary Caregiver	Primary Worker
Garland Greta CP Assessment 04/04/2001	101678170	FA				Test, Ssis
Ga Find Clear						
Name	SSIS Person #	DOB	Age	ICWA	Inactive date	
Garland, Greg	89138666	6/15/1999	15			
Garland, Greta	89138660	5/15/1981	33			
Garland Greg A/G Assessment 07/09/1999	89138672					Test, Ssis
Gre Find Clear						
Name	SSIS Person #	DOB	Age	ICWA	Inactive date	
Garland, Greg	89138666	6/15/1999	15			
Garland, Greta	89138660	5/15/1981	33			

SUB-LEVEL FILTERING
CREATES MESSAGE
INDICATING NOT ALL
DATA IS INCLUDED

	Payment #	Payment Type	Payment Status	Warrant / Eff Date	Amount	Service Vendor
	116127893	Payment request	Pending approval	02/28/2013	\$2,250.00	ELKS FOSTER HOME
	117510694	Payment request	Paid	06/12/2006		ETAN CHILD FOSTER CARE

“

“FIND” GRID SEARCH BASICS

The standard search will look for any grid records that contain any of the words entered into the find field. For example, if you type **child maltreatment** the result could include records that contain *child maltreatment*, *child welfare* and *adult maltreatment*.

”

HELPFUL EXAMPLES FOR USING THE “FIND” GRID FEATURE

Enhanced search options:

Use phrases – putting a phrase in quotes will make the search look for that exact phrase.

For example, if you type “**child maltreatment**” it will only find records with that entire phrase, whereas not using the phrase in quotes could bring back results with *child welfare* and *adult maltreatment*.

Exclude words from the results by putting a negative sign - in front of the word.

For example, if you type **child -maltreatment** the result could include records that contain *child welfare*, but not *child maltreatment* or *adult maltreatment*.

Indicate words that must be included in the results by putting a positive sign + in front of the word.

For example, if you type **child +maltreatment** the result could include records that contain *child maltreatment* and *adult maltreatment*, but not *child welfare*.

”

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USING WILDCARDS IN THE “FIND” GRID FEATURE

Using Wildcards in searches:

An underscore `_` character can be used to represent a single letter.

For example, if you type `_up`, then the search looks for three-letter words that start with any letter but must end with “up,” such as *cup* and *pup*.

An asterisk `*` character can be used to represent a group of letters.

For example, if you type `w*s`, then the search locates any word starting with *w* and ending with *s*, such as *words* and *welcomes*.