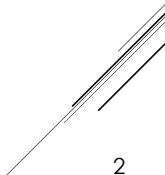


GRIDS – FIND FEATURE
SSIS Version 15.3



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

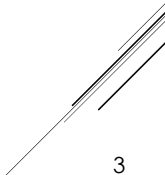
WHERE IS THE GRID “FIND” FEATURE?



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

GRID FIND FEATURE NAVIGATION



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GRID ACTION MENU

View
Find Panel

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- ▶ 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?

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FIELD CHOOSER COLUMN

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

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“ “

“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*. ” ”

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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*.

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