# 6.1.10 Search

# [Function explanation]

# [Function outline]

Displays data matching the search conditions



\*This overview indicates the following process: Hanako Seizou searches for the file 'Estimate\_request.xls' in the location '/Part Estimate Service/' at u-DIEX.

# [Main functions]

# (1) Data name

Searches for the data that partially matches the specified data name.

# (2) Data types

Specifies the types of data being searched. The type can be selected from "File Only", "Package Only", "Folder Only", "File and Package", and "all".

# (3) Read/Not Read data

Searches for "Not Read" data, "Read" data, or "All" data.

# (4) Terms

Data in the specified period of "Update Date", "Creation Date", "Deadline" and "Valid period" can be retrieved.

# (5) Author

Data can be retrieved by specifying Author's User ID, Process ID or Company code.



# (6) Subfolder search

Searches for the data within the folders under the specified folder.

#### [Other functions]

#### (7) Page control

The amount of searched results that can be displayed at the same time is limited to 100 entries. The next 100 entries of the remaining data will be displayed on the next page.

#### [Operating explanation with the screens]

Explains the search procedure in the overview by using Web-EDI screen.

#### -Data search

- (1) Select the search target folder or package-folder from folder tree.
- (2) Click "Search" button.



- (3) Specify the search conditions.
- (4) Click "Search" button.



#### -Display of search results

Matched data to the search conditions is displayed.

< (Web-EDI) Search (Results)>

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