

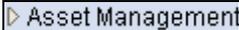
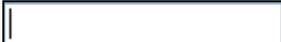


# Using the Find Feature User Procedure

Statewide Management, Accounting and Reporting Tool



## Using the Find Feature

Step	Action
1.	Begin by navigating to the <b>Asset Basic Information</b> page.  Click the right scrollbar.
2.	Click the <b>Asset Management</b> link. 
3.	Click the <b>Owned Assets</b> link. 
4.	Click the <b>Basic Add</b> link. 
5.	In this simulation, you are an employee of the Department of Administration.  Click in the <b>Business Unit</b> field. 
6.	Enter the desired information into the <b>Business Unit</b> field.  For this simulation, enter a valid value e.g. " <b>17300</b> ".
7.	In this simulation, you are searching for assets that have an asset type of "Equipment".  Click the <b>Asset Type</b> drop-down list. 
8.	Click the <b>Equipment</b> item from the drop-down list. 
9.	Click the <b>Search</b> button. 
10.	The search results list shows 164 rows of assets that have an asset type of "Equipment". When looking at the <b>Search Results</b> , you can locate a row quickly using the <b>Find</b> feature. Remember, for this simulation, you want an asset that is a desktop computer.
11.	Press <b>[Ctrl+F]</b> on your keyboard to open the <b>Find</b> dialog box.  For this simulation, the <b>Find</b> dialog box is opened for you.
12.	Click in the <b>Find:</b> field. 

Step	Action
13.	<p>You enter the text string you are searching for in the <b>Find what:</b> field of the <b>Find</b> dialog box. You can choose to match the whole word only, to match the case of what you have typed, and to find data up or down from where you are currently located in the grid. Enter the desired information into the <b>Find:</b> field.</p> <p>For this simulation, enter a valid value e.g. "<b>desktop</b>".</p>
14.	<p>Click the <b>Next</b> button.</p> 
15.	<p>The <b>Find</b> feature quickly highlights an entry for "desktop" in the <b>Search Results</b>.</p>
16.	<p>For this simulation, only one search result contained the text "desktop". Sometimes, the value you are trying to find appears more than once on the page.</p> <p>Double-click in the <b>Find:</b> field.</p> 
17.	<p>Enter the desired information into the <b>Find:</b> field.</p> <p>For this simulation, enter a valid value e.g. "<b>computer</b>".</p>
18.	<p>Click the <b>Next</b> button.</p> 
19.	<p>The <b>Find</b> feature quickly highlights an entry for "computer" in the <b>Search Results</b>. Use the <b>Next</b> and <b>Previous</b> buttons to find additional results on the page that contain "computer".</p> <p>Click the <b>Next</b> button.</p> 
20.	<p><b>Find</b> highlights another search result that contains "computer". Continue pressing <b>Next</b> to find more results that match the criteria.</p> <p>Click the <b>Next</b> button.</p> 
21.	<p>Click the <b>Next</b> button.</p> 
22.	<p>Click the <b>Next</b> button.</p> 
23.	<p>Notice that <b>Find</b> highlights all entries that contain the word "computer," even if there are other words in the description.</p>
24.	<p>Click the <b>Next</b> button.</p> 



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Step	Action
25.	When you are finished using <b>Find</b> , close the window and choose the desired search result. For this simulation, open the last result you found that contained "computer".
26.	Click the <b>Close</b> button. 
27.	Click the <b>SECONDARY COMPUTER</b> link. 
28.	<b>Nice work!</b> You have successfully completed the <b>Using the Find Feature</b> topic. <b>End of Procedure.</b>