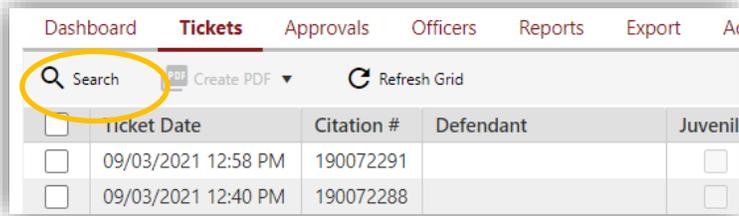
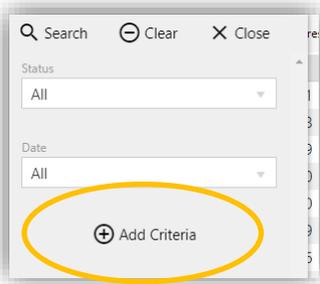


Using the Search Criteria

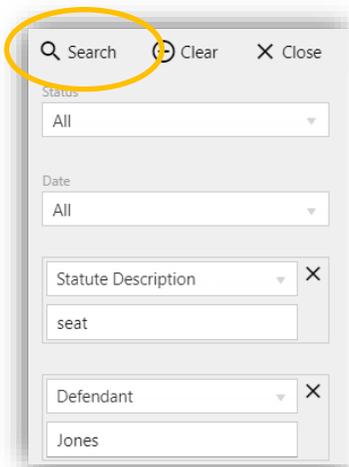
All tabs except the Dashboard and Reports provide a search pane to query the information on that tab. To search for information, click the Search button above the data grid.



Some of the tabs have some search criteria already defaulted, such as a Status of active on the Users tab, or a Status of Unprocessed on the Tickets tab. You can change the default search criteria and click the Add Criteria label to add additional criteria. You can add as many criteria as you want.



Once you have added all applicable search criteria, click the Search button at the top of the search pane to apply the search criteria.



The search pane will then close, and you will return to the data grid with the applied search. If you need to clear the search criteria, click the Search button again, click the Clear button at the top of the Search Pane. The search criteria will be reset to the default criteria. Click the Search button to apply the new default search.

