How To Open Existing Contract Text Record via Search Screen
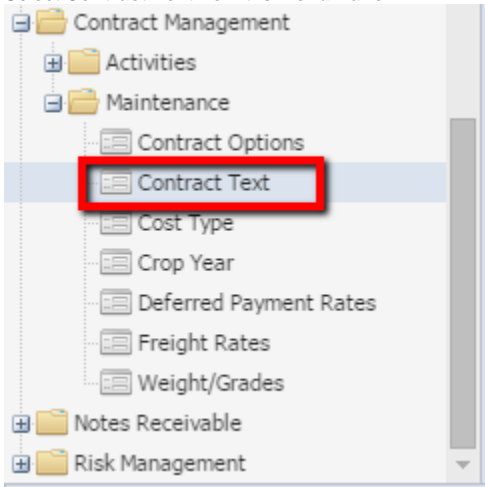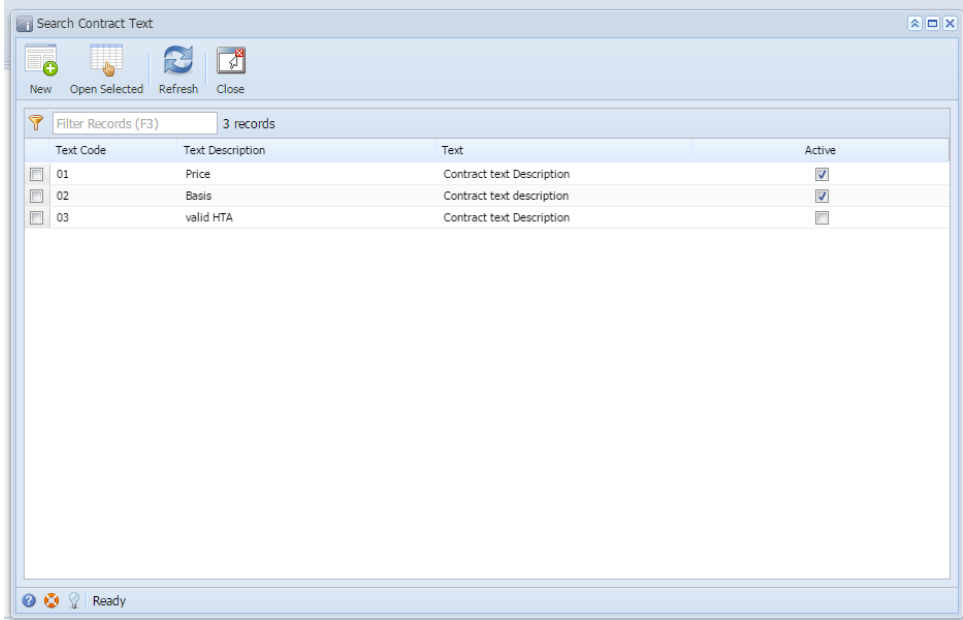
Here are the steps on how to open existing record via Search screen:
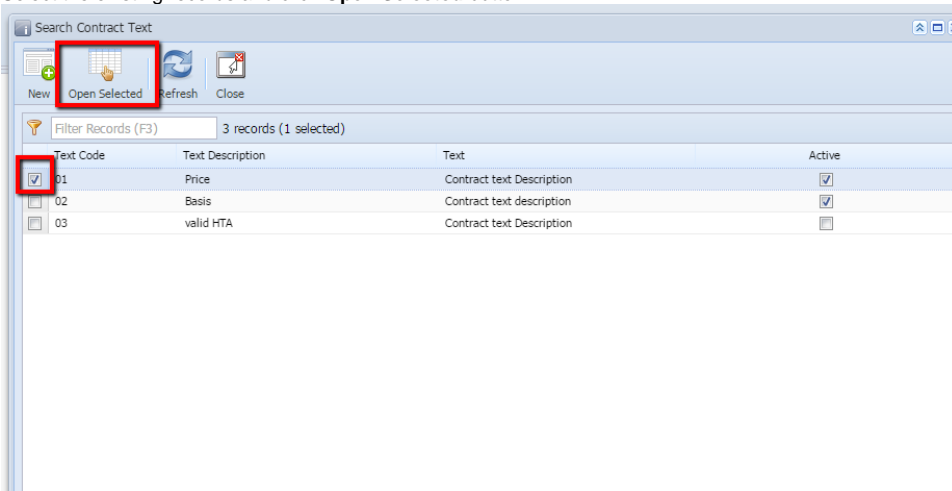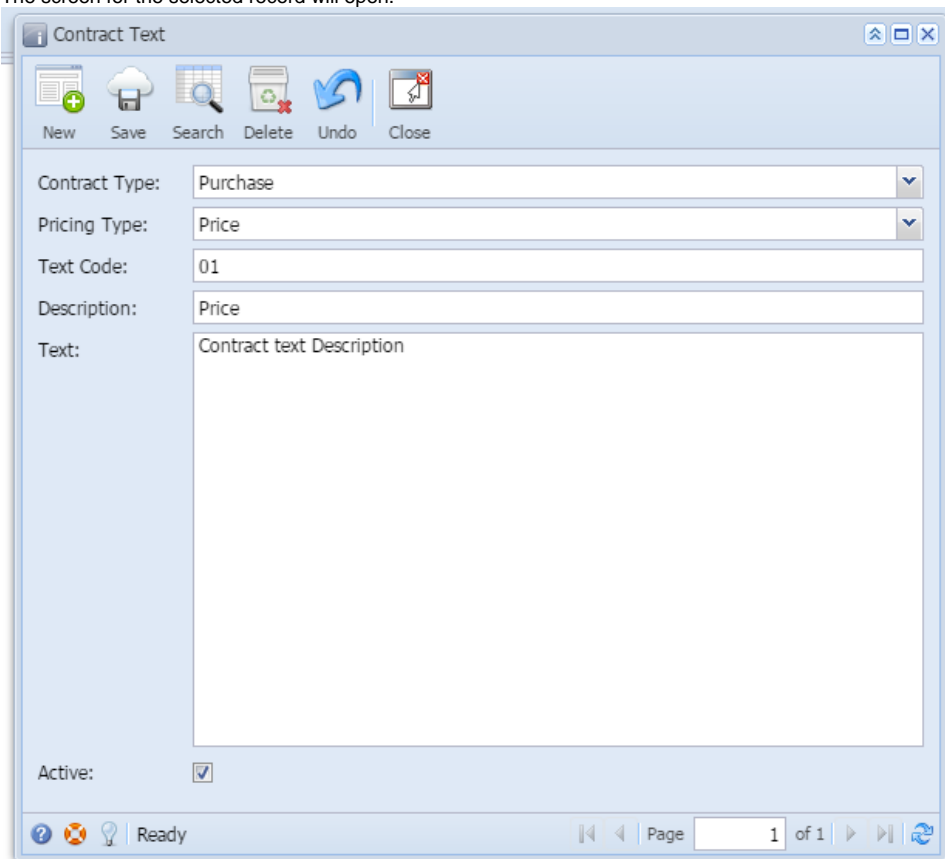
1. Select **Contract Text** from the **Menu Panel**.

2. Double-click mouse to open screen. If there's already an existing record, **Search** screen will open.

3. Select the existing records and click **Open Selected** button.

4. The screen for the selected record will open.

5. For opening Multiple records, select Multiple records you want to open and click on **Open Selected** Button.
6. It will open all the selected records.
7. Search for the existing record you want to open manually by entering a keyword on the **Filter** field and click on **Refresh.**
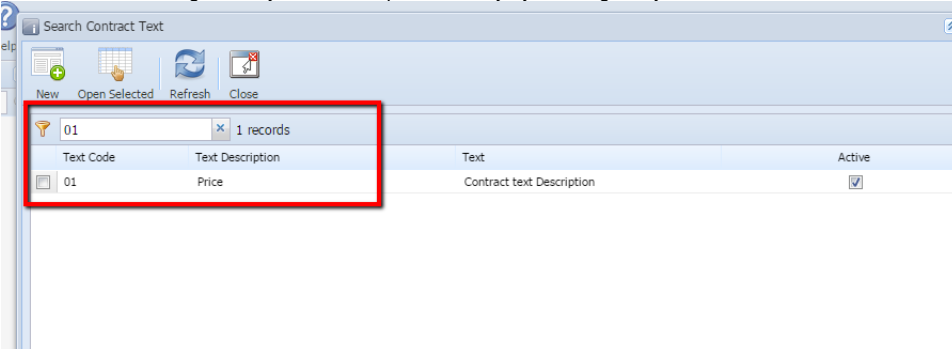
8. Or you can also use the **Advance Filter.**
   a. Click on the **Filter** button to show filter field.

   b. Click on the drop down button to select criteria. Criteria are based on the columns present in the grid.

   c. Select criteria and add conditions.

   d. You can select additional criteria to tighten your search further.