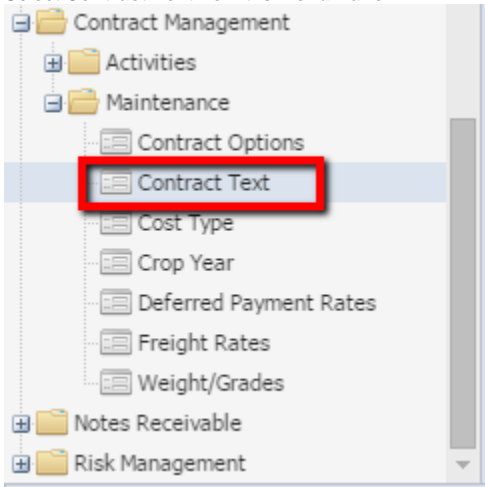


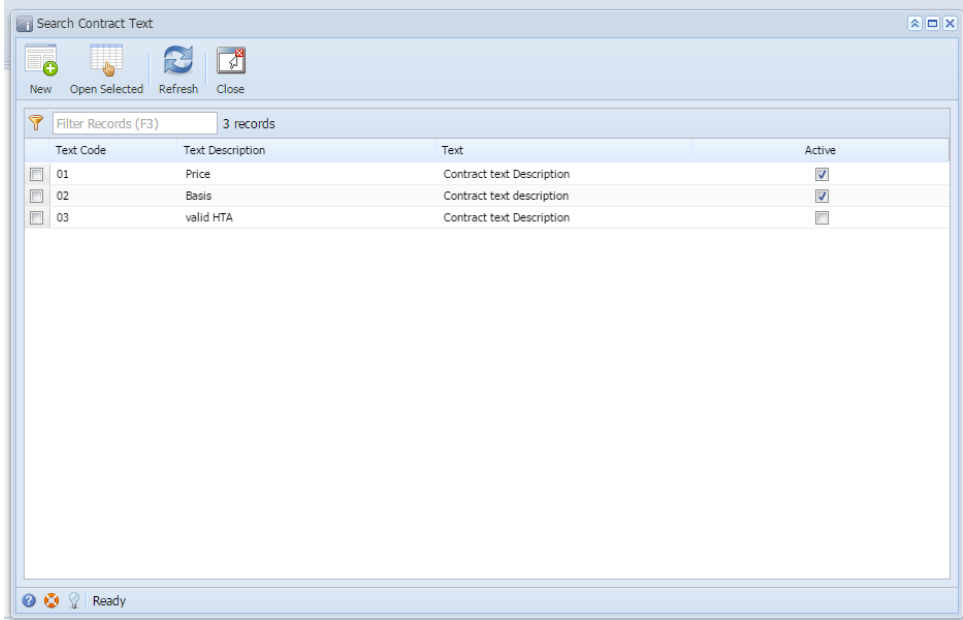
How To Open Existing Contract Text Record via Search Screen

Here are the steps on how to open existing record via Search screen:

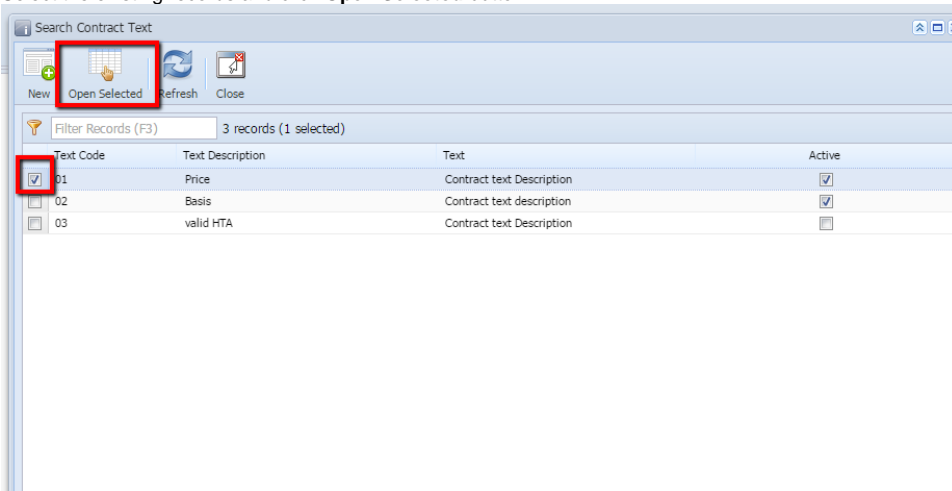
- 1. Select **Contract Text** from the **Menu Panel**.



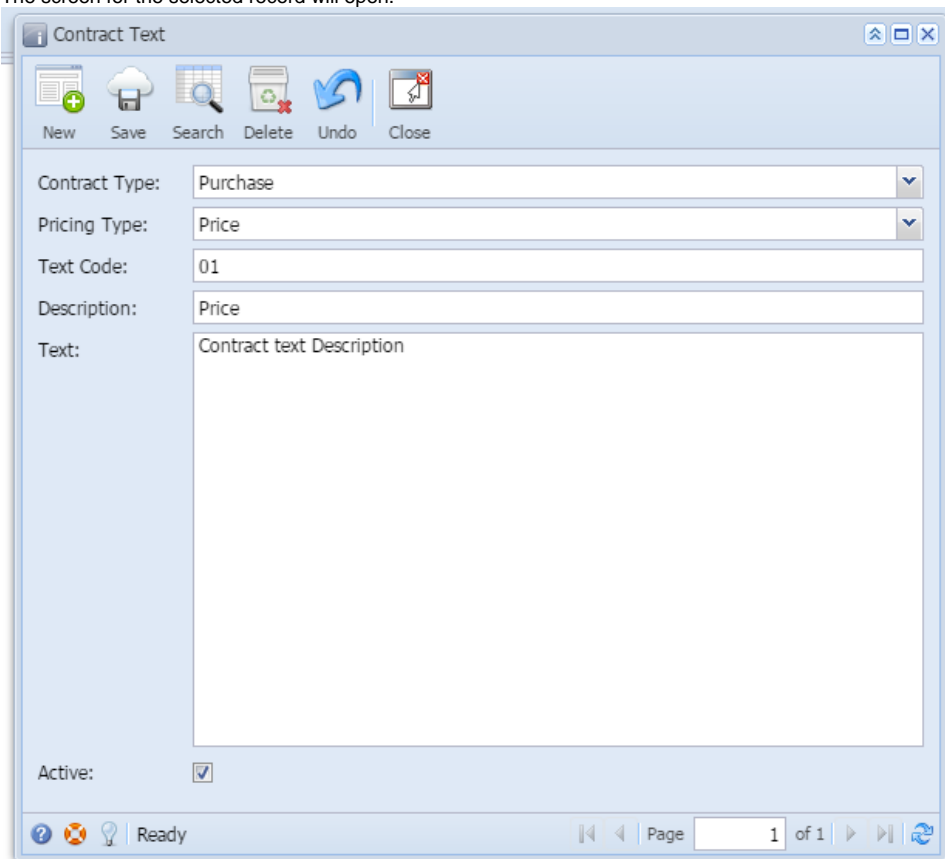
- 2. Double-click mouse to open screen. If there's already an existing record, **Search** screen will open.



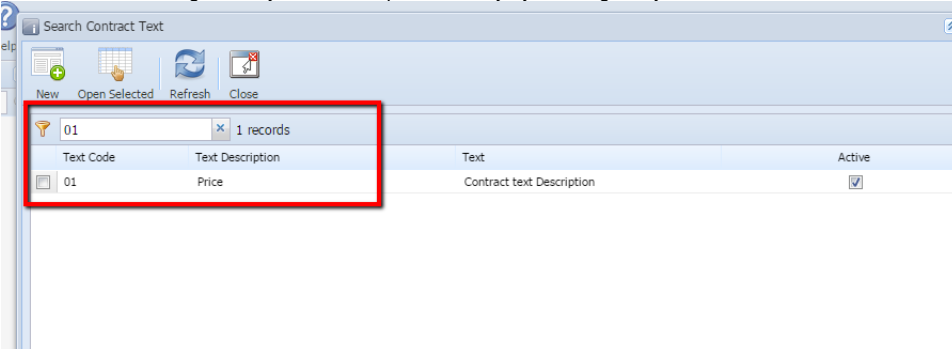
3. Select the existing records and click **Open Selected** button.



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.

The screenshot shows the 'Search Contract Text' window. At the top, there are buttons for 'New', 'Open Selected', 'Refresh', and 'Close'. Below these, there is a 'Filter Records (F3)' button, which is highlighted with a red box. To the right of this button, it says '3 records'. Further right, there is a 'Clear All Filters' button.

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

The screenshot shows the 'Search Contract Text' window. The 'Filter Records (F3)' button is now a dropdown menu, which is open, showing four options: 'Text Code', 'Text Description', 'Text', and 'Active'. The background shows a table with columns: 'Text Code', 'Text Description', 'Text', and 'Active'. The table contains three rows of data.

- c. Select criteria and add conditions.

The screenshot shows the 'Search Contract Text' window. The 'Filter Records (F3)' dropdown menu is now closed, and 'Text Code' is selected. To the right of 'Text Code', there is a dropdown menu with 'Equals' selected, and a text input field with '01' entered. To the right of the text input field, there is an 'And' dropdown menu.

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

The screenshot shows the 'Search Contract Text' window. The 'Filter Records (F3)' dropdown menu is now closed, and 'Text Code' and 'Active' are selected. To the right of 'Text Code', there is a dropdown menu with 'Equals' selected, and a text input field with '01' entered. To the right of the text input field, there is an 'And' dropdown menu. Below this, there is another dropdown menu with 'Active' selected, and a dropdown menu with 'Equals' selected, and a text input field with 'Yes' entered. To the right of the text input field, there is an 'And' dropdown menu. The background shows a table with columns: 'Text Code', 'Text Description', 'Text', and 'Active'. The table contains one row of data.