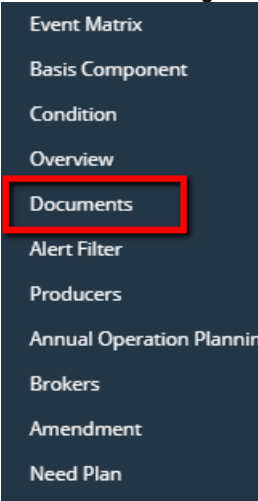


# How To Open Existing Documents via Search Screen

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

1. Select **Contract Management Documents** from **Menu**.



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

Contract Document							
New Open Refresh Report							
Contract Document							
View Filter (F3) 25 record(s)							
	Document Name	Description	Commodity	Standard	Certification Name	Certification Code	Certification Id
<input type="checkbox"/>	Bill of Lading	Bill of Lading	Coffee	<input checked="" type="checkbox"/>			
<input type="checkbox"/>	Commercial Invoice	Commercial Invoice	Coffee	<input checked="" type="checkbox"/>			
<input type="checkbox"/>	Phytosanitary Certificate	Phytosanitary Certificate	Coffee	<input type="checkbox"/>			
<input type="checkbox"/>	Bill Of Lading	Bill Of Lading	Tea	<input checked="" type="checkbox"/>			
<input type="checkbox"/>	Commercial Invoice	Invoice	Tea	<input checked="" type="checkbox"/>			
<input type="checkbox"/>	CoA - Micro	Micro	Tea	<input type="checkbox"/>			
<input type="checkbox"/>	CoA - Gluten	Gluten	Tea	<input type="checkbox"/>			
<input type="checkbox"/>	CoA - Pesticide	Pesticide	Tea	<input type="checkbox"/>			
<input type="checkbox"/>	4C License	4C License	Coffee	<input type="checkbox"/>	4C	4	2
<input type="checkbox"/>	Shipping Advice	Shipping Advice	Coffee	<input type="checkbox"/>			
<input type="checkbox"/>	Transaction Certificate	Organic tea	Tea	<input type="checkbox"/>	Organic		

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

Contract Document					
New Open Refresh Report					
Contract Document					
View Filter (F3) 25 record(s) (1 selected)					
	Document Name	Description	Commodity	Standard	Certification I
<input checked="" type="checkbox"/>	Bill of Lading	Bill of Lading	Coffee	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	Commercial Invoice	Commercial Invoice	Coffee	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	Phytosanitary Certificate	Phytosanitary Certificate	Coffee	<input type="checkbox"/>	
<input type="checkbox"/>	Bill Of Lading	Bill Of Lading	Tea	<input checked="" type="checkbox"/>	

- The screen for the selected record will open.

- For opening Multiple records, select Multiple records you want to open and click on **Open** Button.
- It will open all the selected records.
- Search for the existing record you want to open manually by entering a keyword on the **Filter** field and click on **Refresh**.

Document Name	Description	Commodity	Standard	Certification
<input type="checkbox"/> Bill of Lading	Bill of Lading	Coffee	<input checked="" type="checkbox"/>	
<input type="checkbox"/> Bill Of Lading	Bill Of Lading	Tea	<input checked="" type="checkbox"/>	

- Or you can also use the **Advance Filter**.
  - Click on the Filter button to show filter field.

Document Name	Description	Commodity
<input type="checkbox"/> Bill of Lading	Bill of Lading	Coffee

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

Document Name	Description	Commodity
<input type="checkbox"/> Bill of Lading	Bill of Lading	Coffee
<input type="checkbox"/> Commercial Invoice	Commercial Invoice	Coffee
<input type="checkbox"/> Phytosanitary Certificate	Phytosanitary Certificate	Coffee
<input type="checkbox"/> Bill Of Lading	Bill Of Lading	Tea
<input type="checkbox"/> Commercial Invoice	Invoice	Tea

- c. Select criteria and add conditions.

Contract Document

New Open Refresh Report ▾

Contract Document

View X Clear All Filters Filter (F3) 25 record(s)

X Commodity ▾ Contains ▾

Document Name	Description	Commodity	Standard
<input type="checkbox"/> Bill of Lading	Bill of Lading	Coffee	<input checked="" type="checkbox"/>

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

Contract Document

New Open Refresh Report ▾

Contract Document

View X Clear All Filters Filter (F3) 25 record(s)

X Commodity ▾ Contains ▾

X Certification Nan ▾ Equals ▾

Document Name	Description	Commodity	
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