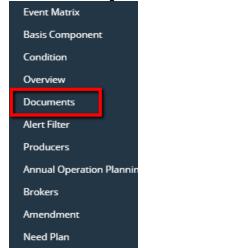
## How To Open Existing Documents via Search Screen

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						
器 View Q Filter (F3)	25 record(s)					
Document Name	Description	Commodity	Standard	Certification Name	Certification Code	Certification Id
Bill of Lading	Bill of Lading	Coffee	$\checkmark$			
Commercial Invoice	Commercial Invoice	Coffee	<b>v</b>			
Phytosanitary Certificate	Phytosanitary Certificate	Coffee				
Bill Of Lading	Bill Of Lading	Теа	$\checkmark$			
Commercial Invoice	Invoice	Теа	$\checkmark$			
CoA - Micro	Micro	Теа				
CoA - Gluten	Gluten	Теа				
CoA - Pesticide	Pesticide	Теа				
4C License	4C License	Coffee		4C	4	2
Shipping Advice	Shipping Advice	Coffee				
Transaction Certificate	Organic tea	Теа		Organic		

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

	Contract Document						
	Contract Document						
	View Q Filter (F3)	25 record(s) (1 selected	)				
	Document Name	Description	Commodity	Standard	Certification		
~	Bill of Lading	Bill of Lading	Coffee	✓			
	Commercial Invoice	Commercial Invoice	Coffee	✓			
	Phytosanitary Certificate	Phytosanitary Certificate	Coffee				
	Bill Of Lading	Bill Of Lading	Теа	<b>&gt;</b>			

## 4. The screen for the selected record will open.

Document - Bill of Lading	^	□ ×
New Save Search Delete Undo Close		
Details		
Document Name * Bill of Lading		
Description Bill of Lading		
Document Type 🔸 Contract		~
Commodity * Coffee		~
Certification		~
Original		3
Copies		1
Standard 🗸		
? 🗘 🖓 🖂 Ready 🛛 🔄 Page 🛛 1	of 1	

- 5. For opening Multiple records, select Multiple records you want to open and click on Open 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.

Contract Document					
New Open Refresh Report +					
Contract Document					
Bill of Lading × 2 re ord(s)					
Document Name	Description	Commodity	Standard	Certification	
Bill of Lading	Bill of Lading	Coffee	<b>&gt;</b>		
Bill Of Lading	Bill Of Lading	Теа	<b>&gt;</b>		

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

Click on the Filter button to show filter field.				
Contract Document				
New Open Refresh Report <del>-</del>				
Contract Document				
문 View G Filter (F3) 25 record(s)				
Document Name Description Commodity				
Bill of Lading	Bill of Lading	Coffee		

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

Contract Document				
New Open Refresh Report +				
Contract Document				
III View X Clear All Filters Q Filter (F3) 25 record(s)				
× ~				
Document Name	Description	Commodity	5	
Description Commodity	Bill of Lading	Coffee		
Standard	Commercial Invoice	Coffee		
Certification Name Certification Code	Phytosanitary Certificate	Coffee		
Certification Id	Bill Of Lading	Теа		
Commercial Invoice	Invoice	Теа		

c. Select criteria and add condition	ns.		
Contract Document			
New Open Refresh Repor			
Contract Document			
맘 View 🗙 Clear All Filters	Q Filter (F3) 2	5 record(s)	
X Commodity V Con	tains 🗸		
Document Name	Description	Commodity	Standard
Bill of Lading	Bill of Lading	Coffee	$\checkmark$

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

Contract Document				
New Open Refresh Report <del>-</del>				
Contract Document				
Here View X Clear All Filters Q Filter (F3) 25 record(s)				
X Commodity V Contains V				
X Certification Nan V Equals V				
Document Name Description Com	modity			