

A404 - Search for Contract Workspaces with the Search Tool

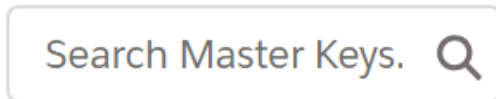
Overview

Convergence allows you to search for Contract Workspaces through a dedicated Search Tool. The aim of the Search Tool is to perform searches in an easy way according to Master Keys axis.

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Tips to use the Search Tool



text you typed

Enter a value in Search fields and then press the Enter key to display values related to the



The type of search icon directed this way means you perform a search down-to-up ; for instance, if you do a search with the GEO axis "Tavaux", the result of it will give you all the contracts related to Tavaux site, FRANCE, EMEA and worldwide



The type of search icon directed this way means you perform a search up-to-down ; for instance, if you do a search with the GEO axis "FRANCE", the result of it will give you all the contracts related to FRANCE and the sites below



The type of search icon directed this way means you perform a search for the exact term ; for instance, if you do a search with the GEO axis "FRANCE", the result of it will give you all the contracts related to FRANCE and only those



By clicking on the "plus" icon you will be able to enter an additional value for your search



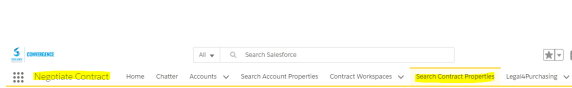
search fields

To perform a new search on different values, click on the "Reset" button next to the "Search" one. It will clear all the

Step-by-step

STEP 1

You can access the Contract Search Tool by clicking on the tab **“Search Contract Properties”** of the **“Negotiate Contract”** app



STEP 2

Once you accessed the Search Tool, fill in one (or more) of the different axis and search fields. Each field can be filled in with one or several values.

To launch the research just click on the **“Search”** button.

A screenshot of the search tool interface. It features two columns of search fields. The left column includes 'GPS Axis' and 'GEO Axis', both with 'Search Master Keys...' input fields and search icons. Below these are 'Short Description' and 'Leasing status' text input fields. The right column includes 'ORG Axis' with a 'Search Master Keys...' input field, a 'Leasing Contract' dropdown menu set to '--None--', and an 'Account Name' text input field. At the bottom, there are 'Search' and 'Reset' buttons. Each field has a small red 'x' icon for clearing and a green checkmark for validation.