

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

Search Master Keys. 

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

Reset

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.


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All

Search Salesforce

×

+

×

+

GPS Axis

Search Master Keys...

×

○

GEO Axis

Search Master Keys...

×

○

Short Description

×

○

Leasing status

×

○

ORG Axis

Search Master Keys...

×

○

Leasing Contract

~None~

×

○

Account Name

×

○

Search

Reset