

# How to use the search?

Useful link :

- ★ [Search & filters \(Action Button\)](#)
- ★ [Webinar \(1/2\)](#)
- ★ [Webinar \(2/2\)](#)



The role of a search will help you find the most relevant answer to their query.

Indeed, it will help you to find a lot of information easily and very quickly :

Global search			
<p>1 - When you first open the session, you have the global search page</p> <p>You have the possibility to use the button <b>"Check all"</b> : to search in all the modules or <b>"UnCheck All"</b> to uncheck all the list and only choose the menu you want</p>			
<p><b>Equipment module :</b></p> <ul style="list-style-type: none"><li>• Equipment</li><li>• Intervention</li></ul>	<p><b>Chemical module :</b></p> <ul style="list-style-type: none"><li>• Chemical Reference</li><li>• Product</li><li>• Batch</li><li>• Fraction</li></ul>	<p><b>Analytical module :</b></p> <ul style="list-style-type: none"><li>• Request</li><li>• Analytic</li><li>• Sample</li><li>• Sample Analytic</li><li>• Report</li><li>• Worksheet</li></ul>	
Search in sections			

2 - By clicking on the magnifying glass next to the search, you will be able

to choose the column that includes the information that interests you.

Example : Choose only CAS number to be able to focus the search on this value.

Chemical References

Search Rows 10 Actions

All Columns

Active	CAS Number	Chemical Reference	
ed	-	test mv 4	-
ed	57-06-7	TEST BRIAC	-
ed	27-27-0	AAAAA	-
ed	-	test mv 18	-
ed	-	test mv 19	-
ed	18868-43-4	molybdenum dioxide	dioxomolybdenum
ed	6106-24-7	sodium tartrate dihydrate	disodium (2R,3R)-2,3-dihydrox
ed	2567-83-1	tetraethylammonium perchlorate	tetraethylazanium perchlorate

3- You can search by clicking on the header of each column.

Example : Filter by the statut Approved once clicking in the statut Column.

-	Active	Status ↑	CAS Number	Chemical Reference	
ed	ed	ed	-	test mv 4	-
ed	ed	ed	57-06-7	TEST BRIAC	-
ed	ed	ed	27-27-0	AAAAA	-
ed	ed	ed	-	test mv 18	-
ed	ed	ed	-	test mv 19	-
ed	ed	ed	18868-43-4	molybdenum dioxide	dioxomolybdenum
ed	ed	ed	6106-24-7	sodium tartrate dihydrate	disodium (2R,3R)-2,3-dihydroxybutanedioate dihy

4 - You can search by using filters by using the actions button that appears

to the right of the Go button on the Search bar.

(See the page : [How to use the filters ?](#) for more details)

Chemical References

Search Rows 10 Actions

Columns

-	Active	Status	CAS Number	Chemical Reference	IUPAC Name
ed	ed	Approved	-	test mv 4	
ed	ed	Approved	57-06-7	TEST BRIAC	
ed	ed	Approved	27-27-0	AAAAA	
ed	ed	Approved	-	test mv 18	
ed	ed	Approved	-	test mv 19	
ed	ed	Approved	18868-43-4	molybdenum diox	molybdenum
ed	ed	Approved	6106-24-7	sodium tartrate dih	um (2R,3R)-2,3-dihydroxybutanedioate dihydrate
ed	ed	Approved	2567-83-1	tetraethylammoniu	thylazanium perchlorate
ed	ed	Approved	68-05-3	tetraethylammoniu	thylazanium iodide
ed	ed	Approved	2650-17-1	xylene cyanol	n 4-(((1E)-4-((2-[4-(ethylamino)-3-methylphenyl]ethyl)imino)-3-methylcyclo