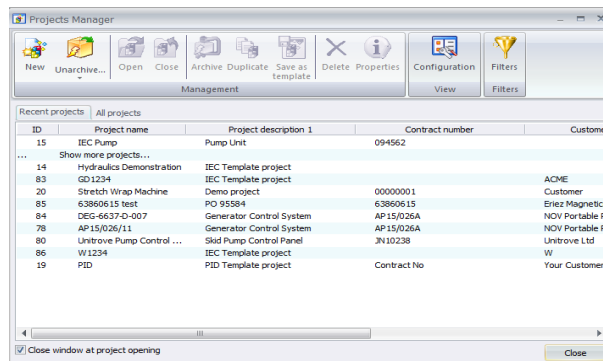


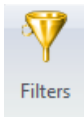
elecworks™ Tips & Tricks

Project Searching / Filtering

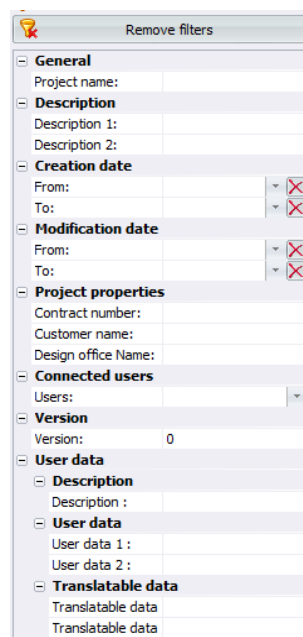
elecworks™ Project Manager shows a tab for *Recent projects* and *All projects*



As your project list builds up, it becomes ever increasingly difficult to search and find an old project that may be specific to a client or contract.



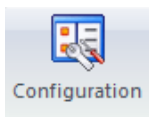
Select



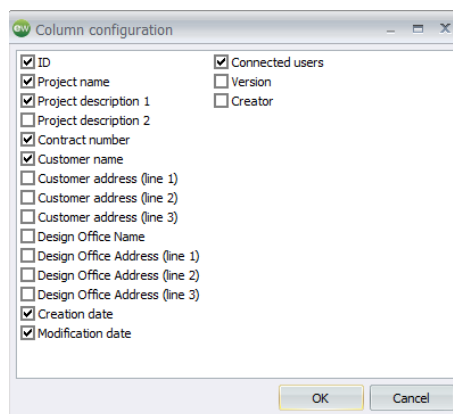
You can filter on various fields including user data which is invariable user-defined. A calendar pop-down will appear when a date field ▼ is selected and you can search for a particular date range.

Selecting **X** will remove the date filter

- On entering information, you do not have to enter wildcards e.g. “*”
- The filter is not case-sensitive
- Multiple words in a search field become a search on a sentence or part of a sentence

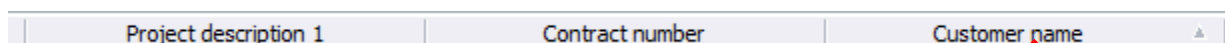


Select

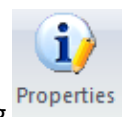


You can choose what data is shown in the main screen

Selecting any one the headers will filter the list by the header title that you selected alphanumerically (A-Z or Z-A)



As an example it's easy to locate a Customer name after you have selected the **Customer name** header



When a project is highlighted in the list, you can see further information about the project by selecting