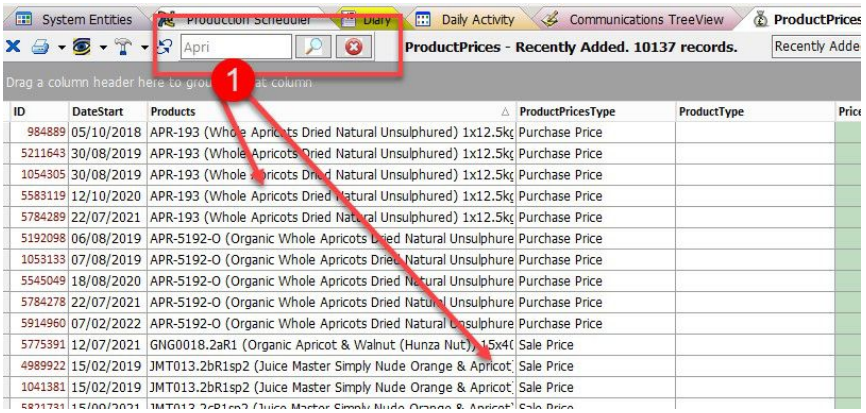
Orixa View-Grid Search features

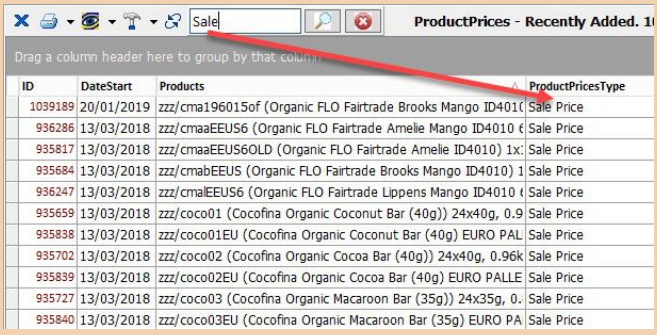
> **The Main View Grid in Orixa App's is one of the main mechanisms for viewing data in a tabular format. The grid has many useful features. This includes lots of ways to search for data you are looking for.**

The View Grid "Quick Search"



Grid Quick Search

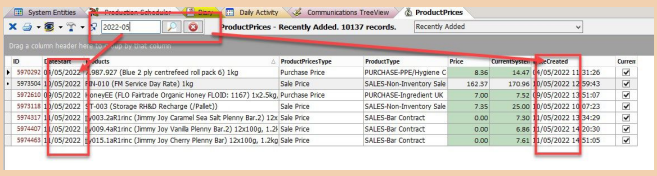
Once data has been returned to the view grid, a **whole grid** quick search can be done by typing a short piece of text into the Quick Search box, and hitting the **enter** key, or clicking the search button to the right of the search-box. All rows containing any occurance of the search-text will be shown. The rest of the data in the grid will still be present in the local computer's memory, so repeated Quick Searches are fast, so long as the amount of data on display is not too large.



Quick Search checks all fields in the data

All fields are searched

Quick Search will look for the text everywhere in the grid's data, including in long-text fields (CLOB data). Note that this can be confusing, if text occurs in several different data-fields.

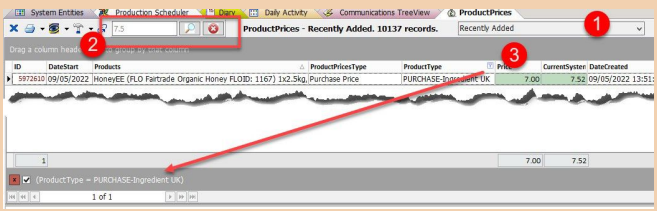


Quick Search Dates

Quick Searching Dates

Searching for dates works slightly differently from other forms of search. The Quick Search box expects dates to be entered with the Year first, then month, then day-of-month, with a hyphen "-" between each part, in the form: YYYY-MM-DD. You do not have to use all the parts, so a search "2022-05" will find records for May 2022. "-05-" will find only data for the month of May.

This can be confusing when you first start using it, but makes it easier to ensure that all searches work well. For example a date like 1/1/20, would have to be entered: 2020-01-01. It also makes it easier to distinguish between searching for dates and searching for numbers.

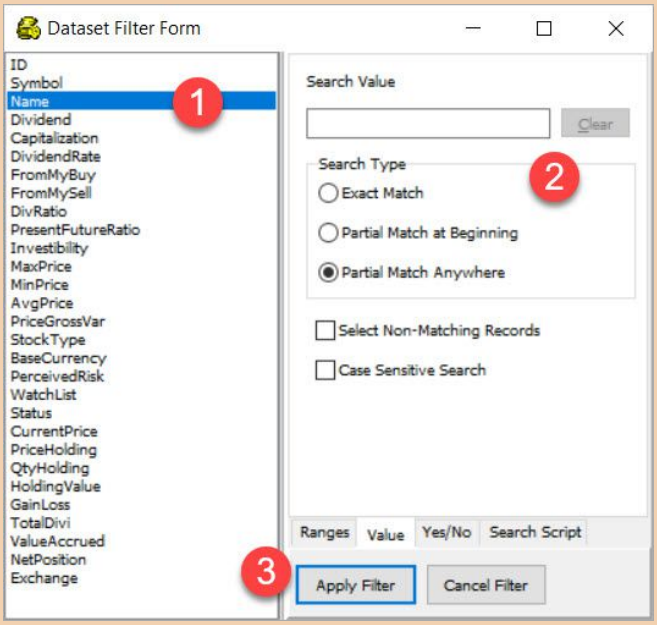


The View Grid supports multi-step searches

1. Pick a "main search" from the searches drop-down list. This returns data from the database to the user's computer.
2. Use Quick Search to "narrow down" the

Multi-part search in View Grid

2. view of records. Note in the example the user has searched using a **number**. The Quick Search supports searching all displayed data, including ID, money and number columns.
3. Use the **column filter** to limit data shown in a particular column.



View Grid Filter Data

For really complicated searches use the Filter Dialog

If users need to return more specific data resulting from more complex search-critera (for example data with records between two dates, or between a maximum and minimum value) use the Filter Dialog. It can be accessed from the View Grid's toolbar.

1. Pick a field to add a filter condition.
2. Type in a search value. Note at the bottom of the screen there are tabs for searches with ranges and other options.
3. Click the "Apply filter" button.

Note that the Filter dialog overrides the quick search.