2011



USER GUIDE

Searching in Code On Time Applications

One of the most important functions in any database application is the ability to find data quickly and easily. In *Code On Time* web applications, there are many ways to find the data you need.

Quick Find

The easiest method is the *Quick Find* box, located in the top left corner of the record list. This will search every field for any combination of search terms. For example, we can search *Customers* for an *owner* from *France* with the term "france owner."

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Orders	Customer#	Company Name	Contact Name	Contact Title	Address	City	Region	Postal Code	Country	Phone
Customer Demo	BONAP	Bon app'	Laurence Lebihan	Owner	12, rue des Bouchers	Marseille	n/a	13008	France	91.24.45.40
 Order Details 	DUMON	Du monde entier	Janine Labrune	Owner	67, rue des Cinquante Otages	Nantes	n/a	44000	France	40.67.88.88
	PARIS	Paris spécialités	Marie Bertrand	Owner	265, boulevard Charonne	Paris	n/a	75012	France	(1) 42.34.22.66
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We can also find German owners by searching "owner germany".

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Orders	Customer#	Company Name	Contact Name	Contact Title	Address	City	Region	Postal Code	Country	Phone
Customer Demo	OTTIK	Ottilies Käselader	n Henriette Pfalzheim	Owner	Mehrheimerstr. 36	9 Köln	n/a	50739	Germany	0221-0644327
 Order Details 								S	howing 1-1 o	of 1 items Refresh
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Numbers can be used as well. If we search "40 biscuits" in *Products*, we will find everything that has "40" and "biscuits" in the record.

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Home	Product Name	Supplier Company Name	Category Name	Quantity Per Unit	Unit Price	Units In Stock U	inits On Order	Reorder Level Discontinue	ed
Customers	Sir Rodney's Marmalade	Specialty Biscuits, Ltd.	Confections	30 gift boxes	\$81.00	40	0	0 No	
 Employees 	Sir Rodney's Scones	Specialty Biscuits, Ltd.	Confections	24 pkgs. x 4 pieces	\$10.00	3	40	5 No	
Customer Demographics							Show	ing 1-2 of 2 items Refres	sh
Region									
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Adaptive Filters

You can also click on any of the column headers to access filtering options. Select an item in the list to filter by that item. This filtering is adaptive – the next filter you apply will only display relevant options. For example, if you select the "Seafood" *Category Name* filter and view *Supplier Company Name* filters, only companies that sell seafood will be displayed.

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Home	Product Name		Supplier Company Name	•	Category Name 🍸	Quantity Per Unit	Unit Price	Units In Stock	Units On Order	Reorder Level Discontinued	=
Customers Employees	Ikura	Az↓ z∣	Smallest on Top		Seafood	12 - 200 ml jars	\$31.00	3	0	0 No	
Customer Demographics	Konbu	A+ K	Clear Filter from Supplier Company Name	-	Seafood	2 kg box	\$6.00	24	0	5 No	
Region	Carnarvon Tiger		Text Filters	•	Seafood	16 kg pkg.	\$62.50	42	0	0 No	
 Reports Membership 	Nord-Ost Matjes	Y	Filter		Seafood	10 - 200 g glasses	\$25.89	10	0	15 No	
	Inlagd Sill		Escargots Nouveaux	Â	Seafood	24 - 250 g jars	\$19.00	112	0	20 No	
	Gravad lax		Lyngbyslid Mayumi's	E	Seafood	12 - 500 g pkgs.	\$26.00	11	50	25 No	
	Boston Crab Mea		New England Seafood Cannery		Seafood	24 - 4 oz tins	\$18.40	123	0	30 No	
javascript:	Jack's New Engla Chowder		Nord-Ost-Fisch Handelsgesellschaft mbH	-	Seafood	12 - 12 oz cans	\$9.65	85	0	10 No	Ŧ

If you press the *Filter...* button on the dropdown, this will present you a checkbox list of all filtering options in that column.

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See Also	Product Name↑	Supplier Com	Meat/Poultry			Unit Price	Units In Stock	Units On Order	Reorder Level Discontinued	=
Home	Alice Mutton	Pavlova, Ltd.	Seafood			\$39.00	0	0	0 Yes	
CustomersEmployees	Aniseed Syrup	Exotic Liquid:				\$10.00	13	70	25 No	Ш
Customer Demographics	Boston Crab Meat	New England				\$18.40	123	0	30 No	Ш
RegionReports	Camembert Pierrot	Gai pâturage				\$34.00	19	0	0 No	
 Membership 	Carnarvon Tigers	Pavlova, Ltd.				\$62.50	42	0	0 No	
	Chai	Exotic Liquid:				\$18.00	39	0	10 No	
	Chang	Nord-Ost-Fise mbH				\$19.00	17	40	25 No	
	Chartreuse verte	Aux joyeux e		ОК	Cancel	\$18.00	69	0	5 No	
	Chef Anton's Gumbo Mix	New Orleans Caji	un Delights	Produce	36 boxes	\$3.50	10	0	0 Yes	-

There are also custom filters. These are dependent on the data type. The custom filters for dates are shown below.

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Con Also	Last Name	First Name	Title	Title C	of Cou	rtesy Birth Date Hire D	ate 💌	Last Week	_	Quarter 3	gion Postal Code	
Employee Territories	Davolio	Nancy	Sales Representative	Ms.	Â↓	Earliest on Top		Next Month		Quarter 4	A 98122	
	Fuller	Andrew	Vice President, Sales	Dr.	A↓	Latest on Top		This Month		January	A 98401	
	Leverling	Janet	Sales Representative	Ms.	W.	Clear Filter from Hire Da	te	Last Month	-	February	98033	
	Peacock	Margaret	Sales Representative	Mrs		Date Filters	•	Next Quarter		March	98052	
	Bushasaa	Charlos	Color Manager		Y	Filter	_	Last Quarter		April	CW(1.030	
	buchanan	Steven	Sales Manager	Mr.		4/1/1992	Â	Next Year	-	May	SWIGR	
	Suyama	Michael	Sales Representative	Mr.		5/1/1992		This Year		June	EC2 7JR	
	King	Robert	Sales Representative	Mr.		8/14/1992	=	Year to Date		August	RG1 9SP	
	Callahan	Laura	Inside Sales Coordinator	Ms.		10/12/1003		Last Year		September	A 98105	
	Dodsworth	Anne	Sales Representative	Ms.		1/2/1994		Past		October	WG2 7LT	
							+	Future		November	9 items Refresh	
javascript:	© 2011 MvC	ompany, Al	l rights reserved.					All Dates in Period 🕨		December		

Search Bar

You can also click on the downward facing chevron in the top left corner of the record list to activate the search bar. The search bar can be used to perform any type of search on any of the visible fields in the record list. Select the field to search in the first dropdown, the type of search in the second dropdown, and the search parameter in the auto-completing textbox.

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 Employee Territories 	First Name		equals 💌	Sales Manager						Reset
				Sales Representative					_	*
	Last Name	First Name	Title	Title Of Courtesy	Birth Date	Hire Date	Address	City	Region	Postal Code
	Davolio	Nancy	Sales Representative	Ms.	12/8/1948	5/1/1992	507 - 20th Ave. E. Apt. 2A	Seattle	WA	98122
	Fuller	Andrew	Vice President, Sales	Dr.	2/19/1952	8/14/1992	908 W. Capital Way	Tacoma	WA	98401
	Leverling	Janet	Sales Representative	Ms.	8/30/1963	4/1/1992	722 Moss Bay Blvd.	Kirkland	WA	98033
	Peacock	Margaret	Sales Representative	Mrs.	9/19/1937	5/3/1993	4110 Old Redmond Rd.	Redmond	WA	98052
	Buchanan	Steven	Sales Manager	Mr.	3/4/1955	10/17/1993	14 Garrett Hill	London	n/a	SW1 8JR

You can remove parameters by selecting (*delete*) from the field name dropdown. A parameter can be added by clicking on the double down facing chevrons underneath the *Reset* button.

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 Employee Territories 	First Name	 does 	not begin with 💌 z			¥ •				Reset
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			and 4	/3/2011						-
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	Last Name 🍸	First Name 🍸	Title	Title Of Court	tesy Birth Date	Hire Date 🍸	Address	City	Region	Postal Code
	Davolio	Nancy	Sales Representativ	e Ms.	12/8/1948	5/1/1992	507 - 20th Ave. E. Apt. 2A	Seattle	WA	98122
	Peacock	Margaret	Sales Representativ	e Mrs.	9/19/1937	5/3/1993	4110 Old Redmond Rd.	Redmond	WA	98052
	Buchanan	Steven	Sales Manager	Mr.	3/4/1955	10/17/1993	14 Garrett Hill	London	n/a	SW1 8JR

The search can be cleared by pressing the *X* on the right side of the yellow notification bar. Individual parameters can be cleared by pressing the *Clear Filter* icon on the right side of each field. The *Reset* button will reset the parameters to the previously entered search.

By default, fields not displayed in the grid view will not be searchable. This can be changed in the *Designer* with the *Search Mode* property.