# SCIES-Í

## How To Search Within Enquiries

Android

Sometimes generating a report can yield hundreds of lines of data, if not thousands. You can use the Search feature to easily locate one customer name, product, or account number within the enquiry results.

## 01

Ensure you have selected the appropriate bubbles so the right data list is being displayed.

DRILL

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	Picture			T
Name				
	( ()	an 1, 2019 - Oct 21	, 2019	
Q Search	by 'Name'			
Totals Sales Va	ilue -			e
£92,559,491	£30,882,043	4,870,606	£19	1,954,770
	PROFIT	QUANTITY	AVG. PRICE	TRANSACTIO COUNT
Northtowne A	uto Service			
£7,541,349	£2,262,127	564,045	£13	304,943
Shawnee Serv	vice			
£2,700,160	£854,168	317,963	£8	39,640
Northtowne A	uto Service Shi	p-To		
£1,913,252	£571,112	143,720	£13	66,438
Walker Autom	otive			
£1,254,214	£464,042	96,851	£12	40,695
Custom Parts	Inc			
£1,075,397	£350,729	40,342	£26	22,889
Riviera Autos	Of Tampa			
£862.692	£284.504	41.348	£20	21.712
Norris Auto S	ervice			
£421,996	£148,028	22,524	£18	12,715
# Home	Q. Campaigns	Accounts	Enquiries	MyCalls

02 GO TO SEARCH

The search bar, located directly below the date range, allows you to search for information within the bubble you have selected.

For instance, if you selected the Name bubble, the search bar will say Search by 'Name'.

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			0	Jan 1,	2019 - 0	Oct 21, 2	019			
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£7,5	41,349	£2,	262,127		564,045		£13		304,	943
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£2,7	00,160	68	354,168		317,963		£8		39,6	540
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. 03 SEARCH

Enter the information you want to locate. sales-i will begin filtering through the results after two or more characters have been entered and will display entries for any line containing those same characters.

**Note:** As sales-i searches through results, the totals at the top will adapt to reflect the sales from the filtered results.

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Name											
			0	Jan 1,	2019 - 0	Dct 21, 3	2019				
Q	world									$\times$	
Totals Sales Value -						•					
£25	2,395	£8	9,337		16,624				4,355		
	ES VALUE	P	ROFIT		QUANTITY			AVG. PRICE		ACTION UNT	
World	Coin C	o Of Ar	nerica	1							
£9	9,625	£3	13,147		5,961		£16		93	3	
Norld	Travel	Center	Of Ca								
£7	5,135	£2	7,723		5,344		£14		1,7	81	
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US phone: (847) 868-8175

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Add a space before a string of characters to indicate that the word or number is not the first word or number in the description or code.

For example, entering a space before the word "Auto" would display results such as "Bill's Auto Garage" and "Very Best Auto" and would exclude results like "Auto World" or "Auto Repair House".

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Name											
			0	Jan 1,	2019 - 0	Oct 21, 2	1019				
Q	Q auto									×	
Totals	Sales V	alue 👻								€	
£24,409,819		£7,9	11,833		1,500,31	1	£16		693	3,250	
	S VALUE	F	ROFIT		QUANTI	Y	AVG. PRICE		TRAN	NSACTION	
Northt	owne A	Auto Se	ervice								
£7,54	1,349	£2;	262,127 564,045				£13		304,	304,943	
Northte	owne A	Auto Se	ervice	Ship-T	o						
£1,91	3,252	£5	71,112		143,720		£13		66,4	438	
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#### 05 SEARCH - A SPACE AFTER TEXT

Add a space after a string of characters to indicate that the word or number is the first word or number in the description or code.

For example, entering a space after the word "Lumber" would display results such as "Lumber Inc." and "Lumber Suppliers United" and would exclude results such as "Empire Lumber" or "Big Tex Lumber"

Name										
		C	) Jan 1, 2	2019 - Oc	t 21, 201	19				
< lun	nber								×	
Totals Sale	s Value	•							€	
£7,978		£3,038		612				207		
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£7,978									04	
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### 06 SEARCH - INSERT \*

If you are unsure of how to spell the name, description, etc., you are trying to locate, use the asterisk (\*) to replace the letters you are unsure of.

sales-i will display any line containing the letters in the order you've typed in, even if there are letters in between. For example, if you are unsure how to spell a customer's name (Roehrig), and you type in "R\*rig", sales-i will display "Roehrig" in the results because it contains the letters you entered in the same order.

	Full	Pictu	re									
Name			<i>•</i>									
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Tetala	1											
	Totals Sales Value *								Ę			
£2,700	£2,700,160 £854,168				317,963	1	£8		39	39,640		
					QUANTITY			RICE	TRANSACTI			
Shawne	e Serv	ice										
£2,70	0,160	£8	54,168		317,963		£8		39,	640		
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Some special characters, such as commas, hyphens, and forward slashes are searchable.

This is especially helpful when searching for product descriptions containing special characters.

Product	Code										
			Ū	Jan 1,	2019 - 0	Oct 21, 2	019				
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Totals	Sales Va	lue +						(			
£9,050,	,015	£3,0	£3,014,515 490,439				£18		196,111		
- SALES	Р	ROFIT	QUANTITY			AVG. P	RICE	TRANSACTI			
184952	-M027	/1									
£212,	212,986 £6		£69,521		7,476		£28		2,021		
161467	66942	-M01	88								
£148,	550	£S	6,711		1,091		£136		92	27	
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