Search Function

Entering Search Criteria Search

Coeus often requires specific fields to be pulled from other systems which requires the user to enter search criteria in order to pull information for fields from systems such as SAP.

NOTE:

- Searches are not case-sensitive, so you can enter search terms in upper, lower, or mixed case.

- The fields in some columns accept text entries. You can enter all or part of a search term.

To enter a partial value, use **an asterisk (*)** either in front, behind, or both in front of and behind your text.

You can use the greater-than and less-than operators to search for numerical ranges.

Operator	How to Use
string string *string*	Enter the asterisk symbol, *, before or after a text string to indicate that other characters might be present. You cannot use the asterisk in the middle of a string.
<X or <=X	Find all values that are less than X, or less than or equal to X.
>X or >=X	Find all values that are greater than X, or greater than or equal to X.

Example - Search for a Sponsor

1. *Click on Search.*

2. *Enter partial name with asterisks, *text*.*

3. Click on <**Search**> and choose the name from the list that opens.