

MAXIMUS

Asset Solutions



Searching with FacilityMax



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Search Buttons



Open Search Screen



Execute Search



Reset Search



Cancel Search



Create Personal Query



Delete Personal Query



Save Personal Query



Quick Search (Footer)




The Quick Search Field

The field must contain the typed value

Note: Searches the highlighted field with a contains statement

Example:

Returns:

- Work Order **5053**22-08
- Work Order **55053**7-08
- Work Order 5**85053**-08



Search Qualifiers

- = Equal To
- < Less Than
- > Greater Than
- <= Less Than or Equal To
- >= Greater Than or Equal To
- <> Not Equal To
- starts with
- end with
- contains
- null
- not null
- in
- not in
- between
- within



= Equal To

The field must be exactly what is typed in the search box

In this example the Status must be OPEN.

Status	<input type="text"/>	=	<input type="text" value="OPEN"/>
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In this example the Budget must be \$500.00

Budget	<input type="text"/>	=	<input type="text" value="500.00"/>
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< Less Than

The field must be less than what is typed

In this example the Work Order Number must be less than 534000-08

Work Order		<	534000-08
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> Greater Than

The field must be more than what is typed

In this example the Date Created must be after November 1, 2007

Date Created		>	1	Nov	2007	
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<= Less Than or Equal To

The field must be less than or the same as what is typed

In this example the Request date must be on or before January 1, 2008

Request Date	<input type="text"/>	<=	1	Jan	2008	
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>= Greater Than or Equal To

The field must be more than or the same as what is typed

In this example the Budget must be more or equal to \$ 10 000.00

Budget	<input type="text"/>	>=	10000.00
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<> Not Equal To

The field must be anything but what is typed in the search box

In this example the Status must anything but OPEN.

Status	<input type="text"/>	<>	OPEN
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In this example the Creator must anything but JSMITH.

Created By	<input type="text"/>	<>	JSMITH
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Starts With

The field must start with the data typed

Note: String Fields Only

Example:

Description	<input type="text"/>	starts with ▼	<input type="text" value="BROKE"/>
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Returns:

- **BROKE WINDOW**
- **BROKEN TOILET**
- **BROKEN GLASS IN WOMENS RESTROOM**



End With

The field must end with the data typed

Note: String Fields Only

Example:

Contact	<input type="text"/>	end with <input type="text"/>	SMITH
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Returns:

- JOHN **SMITH**
- PHIL GOLDS**SMITH**
- MARY JENKINS-**SMITH**



Contains

The field must contain the data typed somewhere within it

Note: String Fields Only

Example:

Shop Person	<input type="text"/>	contains	<input type="text" value="JOHN"/>
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Returns:

- **JOHNSON, LARRY**
- **DAVID JOHN OVERMEYER**
- **ELIZABETH SAINT JOHN**



Null

The field must be empty

Note: Do not type anything into the search box

Example:

Contact	<input type="text"/>	<input type="text" value="null"/>	<input type="text"/>
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Returns Work Orders where the Contact is not filled in



Not Null

The field must have some data in it.

Note: Do not type anything into the search box

Example:

Contact Phone	<input type="text"/>	<input type="text" value="not null"/>	<input type="text"/>
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Returns Work Orders where the Contact number is filled in



In

The field must be one of the listed Values

Note: Usable for String Fields only

Example:

Department	<input type="text"/>	in	BIOLOGY,MATH,ENGLISH
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Returns:

- Biology
- Math
- English



Not In

The field must not be one of the listed Values

Note: Usable for String Fields only

Example:

Department	<input type="text"/>	not in	BIOLOGY,MATH,ENGLISH
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Returns:

- Chemistry
- History
- Art



Between

The field must be within the listed range

Note: Date Fields & Numeric Only

Examples:

Desired Date	<input type="text"/>	between	<input type="text" value="1"/>	Jan	2008	<input type="text" value="31"/>	Jan	2008
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Returns Work Orders between the listed dates

Budget	<input type="text"/>	between	<input type="text" value="10000.00"/>	<input type="text" value="20000.00"/>
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Returns Work Orders with Budgets between the \$ 10 000 and \$ 20 000



Within

The field must within the shown time frame

Note: Date Fields Only

Examples:

Edit Date	<input type="text"/>	within ▼	2	Hour ▼
Edit Date	<input type="text"/>	within ▼	7	Day ▼
Edit Date	<input type="text"/>	within ▼	4	Week ▼
Edit Date	<input type="text"/>	within ▼	6	Month ▼
Edit Date	<input type="text"/>	within ▼	1	Year ▼