How to search for activities or items in ProjeQtor?

To search for a work activity, ticket, action, milestone or any other item in ProjeQtor you have four options.

Before you use the search function check that you are in the correct function of the program by clicking on the correct menu item.Â If you are searching for an activity, press Activities; if searching a ticket press Tickets; if searching for a miestone press Milestones; etc.

You can only use one search function at a time.Â If you try to search with values in each field the result may be no items found.

Search using the id field:

1. enter the number of the work task of activity, ticket, action or milestone etc.
2. the system will search and display with the results.

Search using the name field:

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1. enter text that is in the name field of the item you are searching for.Â this field only searchs for text found in the name field of the work item.
2. the system will search and display with the results.

Search using the all Quick Search button:

1. Press the magnifying glass as shown above.
2. Enter the text, number or value of what you are searching for in the field and press the magnifying glass to commence the search.

    1. 2. Please note this search function will search the entire work item in all field for the search string you entered.Â It is recommend you do not search for common words like "a", "the", "and".Â The search can take time doing this and you may not be accurate.Â Use this search function for specific words or numbers or phrases excluding common words.

    2. 2. if you are finished searching or want to close the quick search function press the close button.

3. the system will search and display with the results.

Search using the Advanced Filter:

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1. Press the advanced search filter button. Please note this is for advanced users who understand filters.
2. Select your filter or sort clause.
3. Complete the required fields.
4. Press the green + button to add the filter.
5. Add more filters if required using steps 1 to 4.Â
    1. For more information on adding filters and saving advanced search filters click here.
6. When all filters added move to step 6 below.
7. Press theÂ **OKÂ** button.

Important note about searching.

1. If you are searching for work items completed and closed, tick the closed checkbox before searching.

Attached files:

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