SRA Search Screen

💾 Wed, Jan 17, 2024 🛛 🖿 Searching for an SRA

1. From the Contracts modules, click the SRA Search button.



2. The SRA Search screen will open.

SRA Search		
Clients	Demo Client	
SRA Name		
SRA Code		
SRA Description		
Resource	Click here to make a selection	
Work Order Type	Click here to make a selection	
Building	Click here to make a selection	
Created By	Click here to make a selection By Me?	
Status	Active *	
Special Type	All	
All SRA's for 'Demo Client'that are marked as 'Active'		
OK Cancel		

3. Enter any relevant information to help narrow down the set of search results which are shown. Please note: A Client has to be selected in order for any results to be shown. However, the more search fields that are completed the more precise the results will be.

4. Ticking the Created By Me? tick box will show any SRA's created by the User that is logged on.

Powred by PHPKB (Knowledge Base Software)

5. The Status field defaults to Active but can be changed to show just Inactive SRA's or both.

Active	
Inactive	
All	

6. The "Special Type" drop down allows the User to search for PPM Only, Internal Only or Quote Only SRAs (or return All Types as per the default setting).

7. Click on OK to begin the search. Clicking Cancel will take the User back to the previous screen.

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