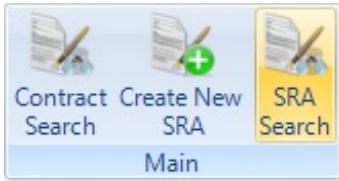


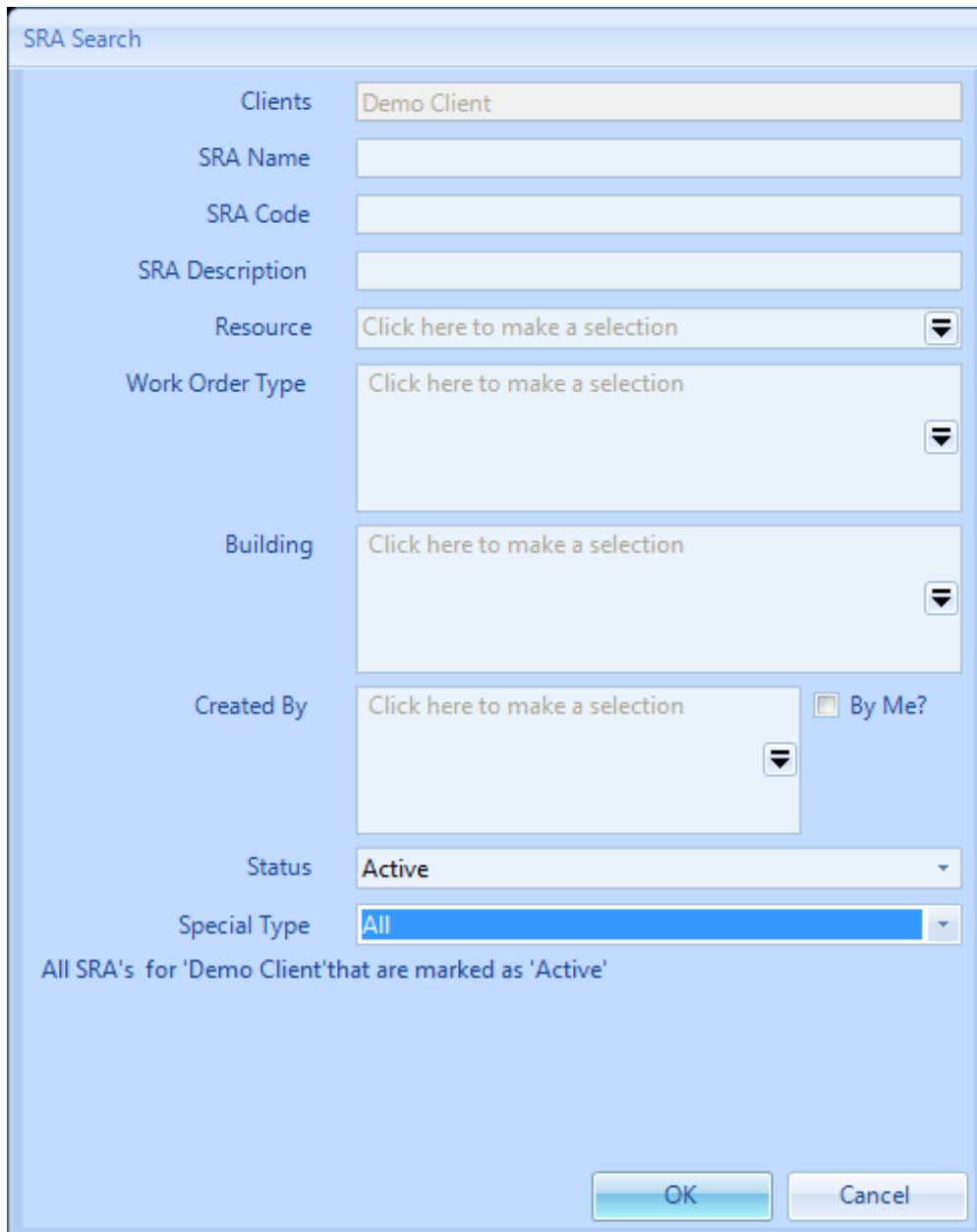
# SRA Search Screen

Wed, Jan 17, 2024 Searching for an SRA

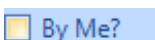
1. From the Contracts modules, click the SRA Search button.



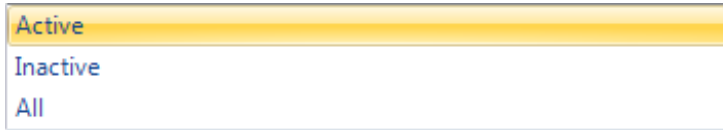
2. The SRA Search screen will open.

A screenshot of the 'SRA Search' dialog box. It has a title bar 'SRA Search'. Inside, there are several fields: 'Clients' with a dropdown menu showing 'Demo Client'; 'SRA Name' with a text input field; 'SRA Code' with a text input field; 'SRA Description' with a text input field; 'Resource' with a dropdown menu showing 'Click here to make a selection'; 'Work Order Type' with a dropdown menu showing 'Click here to make a selection'; 'Building' with a dropdown menu showing 'Click here to make a selection'; 'Created By' with a dropdown menu showing 'Click here to make a selection' and a 'By Me?' checkbox; 'Status' with a dropdown menu showing 'Active'; and 'Special Type' with a dropdown menu showing 'All'. Below these fields, it says 'All SRA's for 'Demo Client'that are marked as 'Active''. At the bottom right, there are 'OK' and 'Cancel' buttons.

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.



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



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.

Online URL: <https://ostarasystems.knowledgebase.co/article.php?id=185>