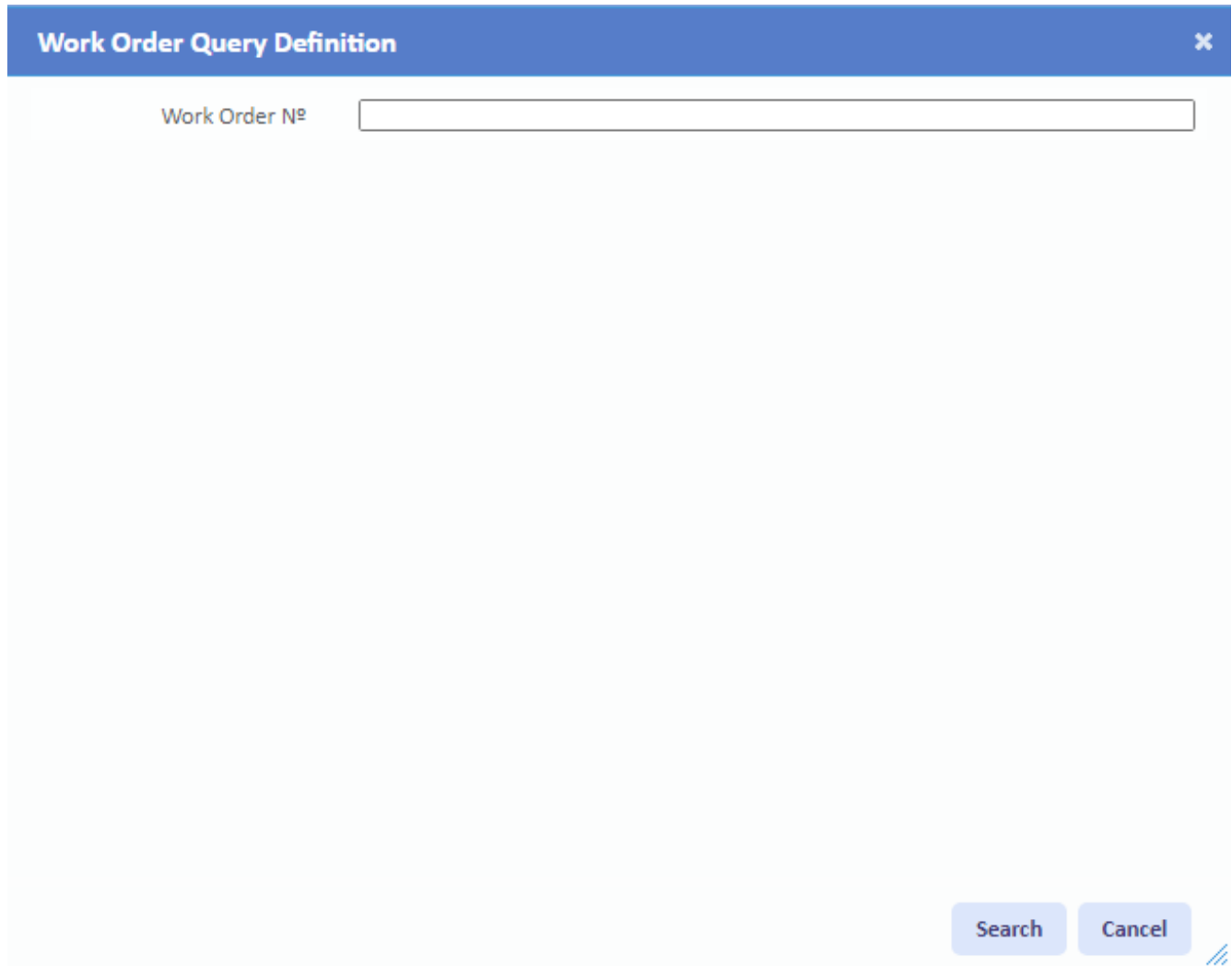


# Search Window

📅 Fri, Jan 19, 2024    📁 [Jobs Tab](#)

If the job number is already known then the User can bypass searching for the job in the correct list and search for it directly. This is done in the Search Window. Upon clicking the Jobs Tab, select Search to display the window



The screenshot shows a window titled "Work Order Query Definition" with a close button (X) in the top right corner. Inside the window, there is a label "Work Order Nº" followed by a text input field. At the bottom right of the window, there are two buttons: "Search" and "Cancel". A small blue double-slash icon is located at the bottom right corner of the window's content area.

There are two ways to search in this screen: by Job Number or using the Advanced section. To locate a specific job, click the Job Number option, enter the number in the Job Number field and click "Search". To perform a more advanced search, click the Advanced option.

Search

Job Number

Advanced

Building

Start typing here to populate the list below...

Resource

Start typing here to populate the list below...

Work Order Type

Start typing here to populate the list below...

Created Date

(select...)

Type Of Work Order

Reactive

Quote

PPM

Purchasing

Search

Cancel

This option allows the User to search in a number of different ways. These are by Building, Resource, Work Order Type, Created Date and Type Of Work Order. Once the relevant information has been entered, click "Search" to perform the search.

Online URL: <https://ostarasystems.knowledgebase.co/article.php?id=519>