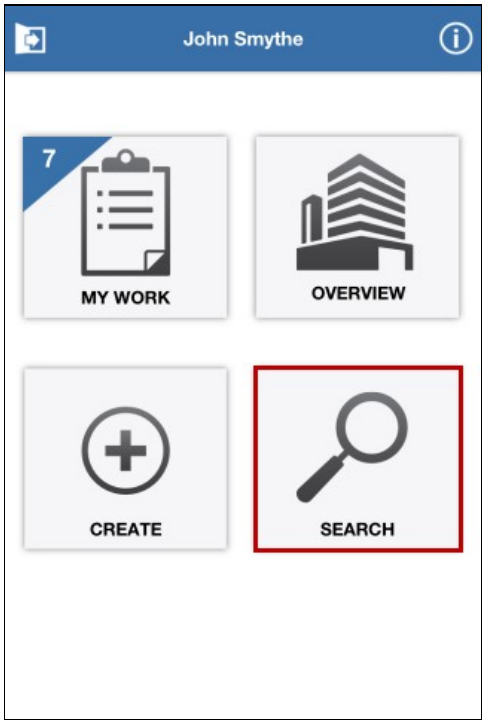
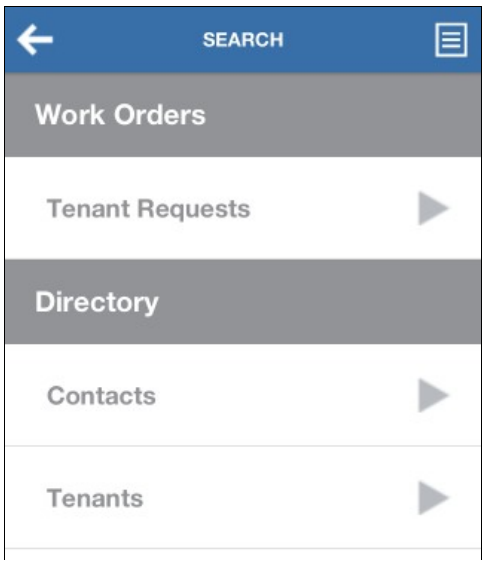
Using Search

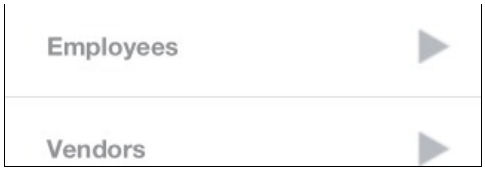
Using Search:

1. From the main menu, select **Search**.



2. From this screen, you can select one of the following search types (**note**: depending on your user account type, some search methods may be unavailable to you):
    - Tenant Requests
    - Contacts
    - Tenants
    - Employees
    - Vendors

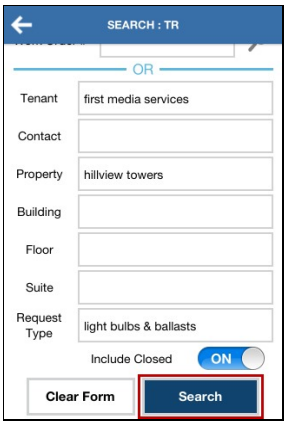




Searching by Tenant Request

1. After pressing **Tenant Request**, you will have the option of searching by work order number, or by entering other details about the work order.
2. Search by work order number (shown below on the left) by entering the number in the field provided and pressing the search button ( ).
3. Search by work order details (shown below on the right) by filling out as many of the fields provided as applicable (tenant, contact, property, building, floor, suite, request type).
    - Note that the more fields that are filled in, the fewer possible matches there will be.
    - Set the **Include Closed** switch to "On" (shown below on image to right, near bottom) if you want to include closed work orders in your search.

    Press **Search** to search for matching work orders. Depending on the size of your iOS device's screen, you may need to scroll down to display all fields, including the **Search** button.



Searching by Directory

Note:

- All directories function similarly; for the purposes of this example, the Contacts directory is used.

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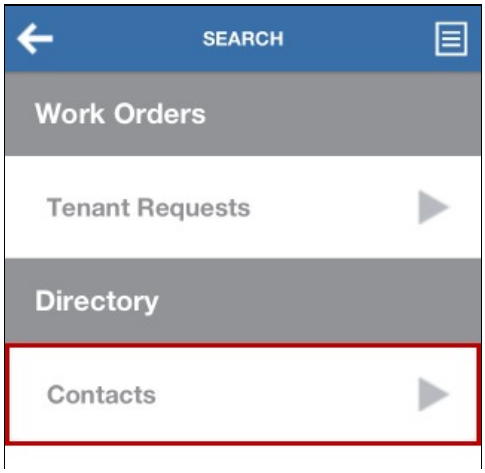
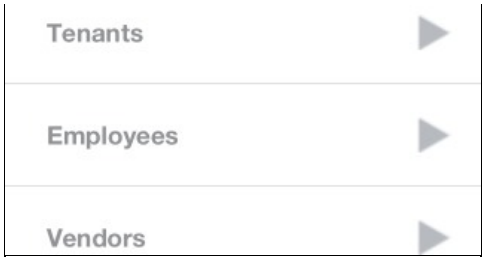
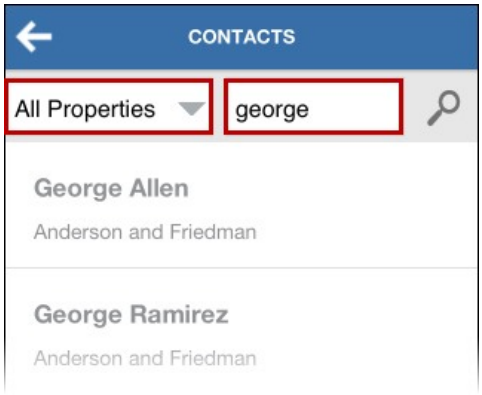
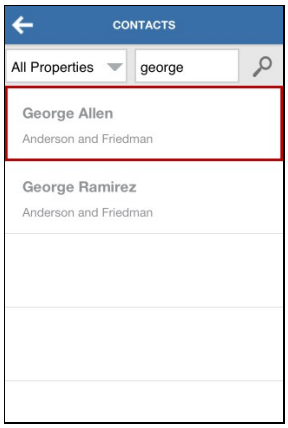
1. Select the directory type you would like to search.





2. The directory list is displayed; in this example, the tenant contact list is shown.
    - You can filter the list by property using the drop-down list provided (shown: **All Properties** selected).
    - You can also filter the list by entering a partial or full name and pressing search ( ).



3. Select the tenant contact from the list to display contact information.
    - Press the email address or phone number to contact the tenant.