

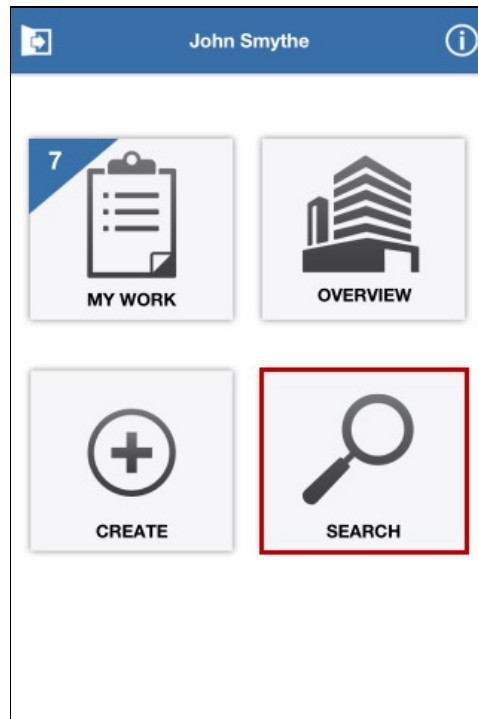




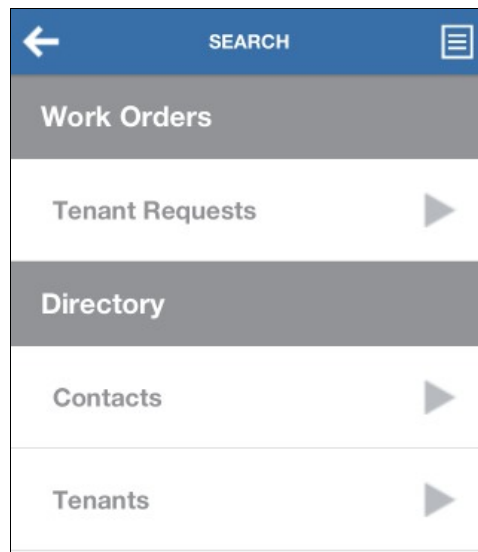
## Using Search

### 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



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.

← SEARCH : TR

Work Order #  🔍

OR

Tenant

Contact

Property

Building

Floor

Suite

Request Type

Include Closed ☐ OFF

Clear Form Search

← SEARCH : TR

OR

Tenant

Contact

Property

Building

Floor

Suite

Request Type

Include Closed ☒ ON

Clear Form Search

### Searching by Directory

#### Note:

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

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

← SEARCH ☰

Work Orders

Tenant Requests ▶

Directory

Contacts ▶

Tenants	▶
Employees	▶
Vendors	▶

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 (🔍).

The screenshot shows a mobile app interface for 'CONTACTS'. At the top is a blue header with a back arrow and the title 'CONTACTS'. Below the header is a filter bar with a dropdown menu set to 'All Properties' and a search input field containing 'george' with a magnifying glass icon. The list below shows two contacts: 'George Allen' and 'George Ramirez', both associated with 'Anderson and Friedman'.

3. Select the tenant contact from the list to display contact information.

- Press the email address or phone number to contact the tenant.

This screenshot is identical to the previous one, but the contact 'George Allen' is highlighted with a red rectangular box, indicating it has been selected.

The screenshot shows the 'CONTACT' screen for 'George Allen'. The header is blue with a back arrow and the title 'CONTACT'. The contact's name 'George Allen' and company 'Anderson and Friedman' are at the top. Below is a list of details: Property (Hillview Towers), Building (Hillview Towers II), Floor (1), Suite (101), Email (gallen@email.com), and Phone (414-555-1212). The email and phone fields are highlighted with red boxes. Below this is a section titled 'EMERGENCY CONTACT INFO' with fields for Email (gallen@email.com), Phone 1 (414-555-2985), Phone 2 (-), and SMS (-). The email and phone 1 fields are also highlighted with red boxes.