

## Finding Report Generations by Global Index

A global index connects indexes with the same name in different reports, allowing you to search multiple reports at once for the same value (content). They are created by the Vista Plus Administrator.

Example only: Index name “Department” is defined as a global index in the Accounts Payable Year-To-Date Report; the Current Earnings Report; and the Inventory Report Monthly Report.

A Global Index search using global index name “Department” and value “33000” would return all report generations for reports with this global index and the value 33000.

Find Generations by...  
Enter search criteria below:

Name Content **Global Index**

Look in Folder:

Include subfolders

Browse << Refresh

Name	Descr
My Vista	My Visl
Grants-of	Grants
Div-209-Spec Purp	Div-20
Div-209	Div-20
Div-100-Spec Purp	Div-10
Div-100	Div-10
Div-030	Div-10

Advanced << Clear

Look for: Global Index

"divdptprd"="030-81063"

Logic:  OR  AND  XOR

Index: divdptprd

Operator: = (equal)

Value: 030-81063

Add

Search

Options <<

Case Sensitive

Whole Words

Line Matches

Which Generations? <<

All Dates

Generations Created:

between:  and

during the previous

0 months

0 days

### Searching by Global Index

Select the **Global Index** tab

Type the name of the folder you want to search or click Browse to search for the folder; then click the check mark next to the desired folder. Leaving “Look in Folder” blank searches all folders

To include sub-folders click the **Include sub-folders** box

A **simple** search looks for just one value

An **advanced** search looks for one or more values based on multiple conditions

Click **Options** to mark your search **Case Sensitive**; to look for **Whole Words**; or to view **line matches** (advanced search only)

If you’re performing an advanced search, to have the search evaluate all **AND** and **OR** operators a line at a time instead of a page at a time, check the **Line Matches** box

**Line Matches** has no effect on the OR operator; it is always evaluated for a page

Click **Which Generations** to search only generations captured between certain dates; previous months; previous days