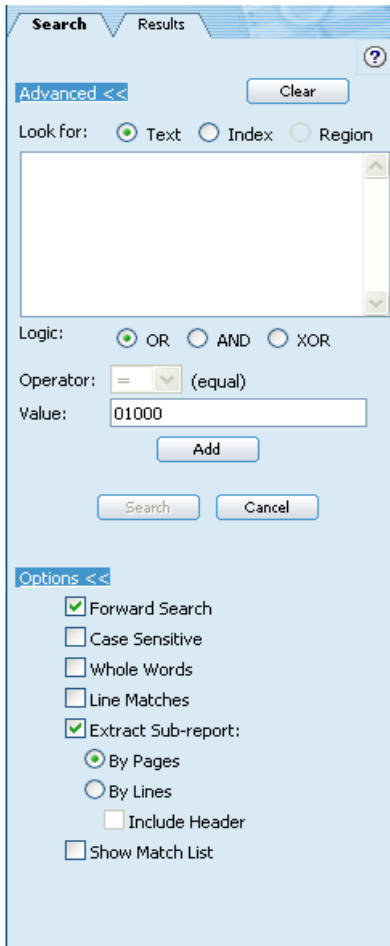



## Searching Inside Reports



The interaction of search entries and options can be very flexible. Please see the online help for complete information.

Click on the search icon  to define the search parameters. A search dialogue box will open.

- To search for text throughout the entire report click on the **Text** button
- To search an index (predefined by the Vista Plus Administrator). Click on the **Index** Button and choose an index to use
- To search a region you must be in Layout view. Outline an area on the page that you want to define as the region (an ad-hock index) and choose the **Region** button

Type the value to search for

You can use the \* and the ? wildcards (see wildcards section)

For an index or region search, select the operator to use

To view the next match or to view the previous match click on the Show

Previous/Show Next icon 

To refine search options, click **Options Options**

**Forward Search**—Searches forward from the current page

**Backward Search**—To search backward unclick the search forward button

**Case Sensitive**—Finds only text in the same case (upper and/or lower) as the search string

**Whole Words**—Skips matches that include the search text as part of a larger word. (In an index search, the text will have to match the entire index.)

**Extract Sub-report**—Creates a sub-report containing the search results. Select **By Pages** to have the sub-report include each page that contains a match or **By Lines** to have it include only lines containing matches. If **By Lines**, select whether to include the report header in the sub-report

**Show Match List**—Displays search matches in a separate window, from which you can select the match to display. Available in **Normal View** only

Click **Search** to start the search

## Normal View and Layout View

When inside a report generation you can change the display between normal view and layout view by choosing the corresponding tab at the bottom left of the displayed page.



Normal view generally displays faster, but in some cases layout view more accurately reproduces the original report format (in normal view, some words or columns may not be positioned correctly on the page). Also, if the report has columns defined, the column headings are generally more accurate in layout view.

In normal view, you can select either specific text on the page or an area of the page; in layout view, you can select only areas, not text (layout view treats the entire page as a single large image).

Note icons display properly in both views.

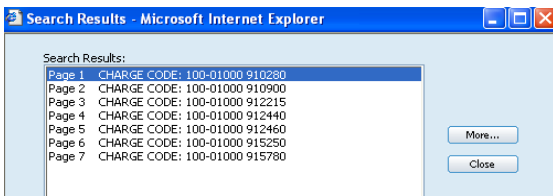
You must be in layout view to define a region.

You must be in Normal View when you start a search to return a Match List.

## Show Match List

If **Show/Match List** is not selected, the first page with matches is displayed with the match highlighted. Use the **Search Previous** or **Search Next** button to continue searching the report.

If **Show/Match List** is selected, you see a list of the first several matches found. This option is available only if you start the search from normal view, not layout view.



To view any listed match, select it in the list. The Report Viewer window will show the report page containing the match; with part or all of the line containing the match highlighted (how much is highlighted depends on the format of the report file). The Search Results window will stay open so you can select another match if desired.

To see more matches, click **More**.

When you're done looking through the list of matches, click **Close** to close the Search results window.

If **Extract Sub-Report** is selected, a sub-report opens.

When you extract a sub-report during a search, all pages or lines depending on whether you selected **Extract by Lines** or **Extract by Pages** containing a search match are collected into a sub-report and displayed in a Report Viewer window. You can then work with the extracted sub-report report just as you can its parent report.



**Note** To improve response time, the Search Results window initially shows only the first several matches, displaying additional matches each time you click More. This is so you do not have to wait through a search of an entire, possibly large, report to view matches near the beginning of it.