

Finding Report Generations by Content

At times, you may know the information you want is in a particular report, but you may not remember which generation of the report it is in. In this case, you can search by Content to find all online generations of the report and get a list of those containing the information you want.

Find by **content** lets you perform either a full-text, index or region search; the search is performed in all online generations of the report, or in only the generations you select. The generations containing your search criteria are listed; you can easily open any one (or more) of them and search it to display the information you're looking for.

Find Generations by...
Enter search criteria below:

Name **Content** Global Index

Report Name:
J045301-R01-FYE
Browse << Refresh

Name	Descr
My Vista	My Visi
Grants-pf	Grants
Div-209-Spec Purp	Div-20
Div-209	Div-20
Div-100-Spec Purp	Div-10
Div-100	Div-10
Div-030	Div-03

Advanced << Clear

Look for: Text Index

"030"

Logic: OR AND XOR

Operator: = (equal)

Value: 030

Add Search

Searching by Content

Select the **Content** tab

Type the name (case sensitive) of the report to look for or Click **Browse** to search a specific folder; then click the check mark next to the desired folder (if you do not enter a valid file name your search button will not be activated)

Each type of search can be either **simple** or **advanced**

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

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

Searching by either an **index** or a **region** can make a search more effective by limiting it to just the area of each report generation page that may contain the search criteria

Click **Options** to mark your search **Case Sensitive** or to look for **Whole Words**

Click **Which Generations** to search only generations **captured** between certain dates; previous months; previous days; or a specific number of generations

Click **Search**

A results window will open listing the report generations that contain the searched for criteria

Results
Search criteria: "030"
Matching generations: 3

Name	Generation Id	Description	File Name	Created Time
J045301-R01-FYE	556695	FYE 2007	tjlrp001.lis	08/03/2007 09:12 AM
J045301-R01-FYE	327166	FYE 2005	tjlrp001.lis	08/18/2005 02:31 PM
J045301-R01-FYE	228305	FYE 2004	tjlrp001.lis	08/18/2004 10:44 AM