eRequest Grids

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Click on the Search button to show or hide the search options.

Search – A Search facility is provided at the top of each grid within eRequest. This can used this to filter the records displayed in the grid. The Search facility has 2 modes:

Simple: This allows only a single field to be searched. The search will look for the contents of the Search Term field to be contained anywhere within the selected Search Field.

Advanced: This allows more complex searches with multiple search clauses to be specified. This is explained in further detail in the Advanced Search section below.

Once the search criteria has been entered, click on the Find button to initiate the search. If the Search Term field is left empty then all records will be returned.

Advanced Search

The Advanced Search allows multiple ‘Clauses’ to be defined to filter the data. Each ‘Clause’ consists of a Field Name, Operator and Value. The Field Names available are the columns in the grid, the Operators available vary depending on the type of the column e.g. Text type columns have ‘Equal’, ‘Not Equal’ etc. Picklist and Date type columns have different Operators.

To add a new clause click on the ‘Add Clause’ button. To remove a clause click on the ‘Trash’ icon to the right of the clause.

All the clauses specified are combined with the AND operator, this means that only records which meet the conditions in all the clauses specified will be displayed in the grid.

A range can be made on a field by specifying a clause with a ‘Greater Than Or Equal To’ Operator and a clause with a ‘Less Than Or Equal To’ Operator on the same Field Name.

A search can be saved as the default by clicking on the ‘Save as Default’ button. This option will save the current search criteria as the default for all users in eRequest. This option is only available when logged in as an Administrator and doing an Advanced Search.

