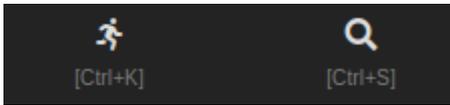


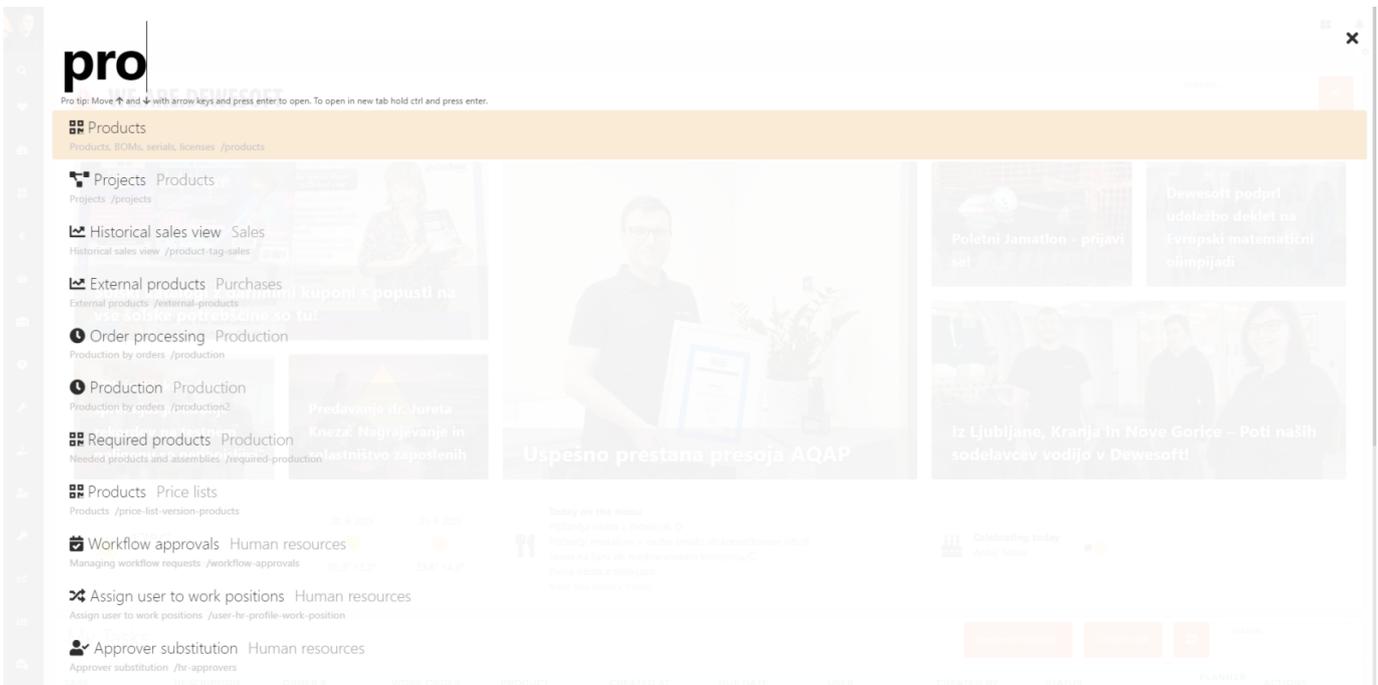
Search

The two icons above navigation in menu are used for quicker navigation through the ERP and for globally searching through it's data.



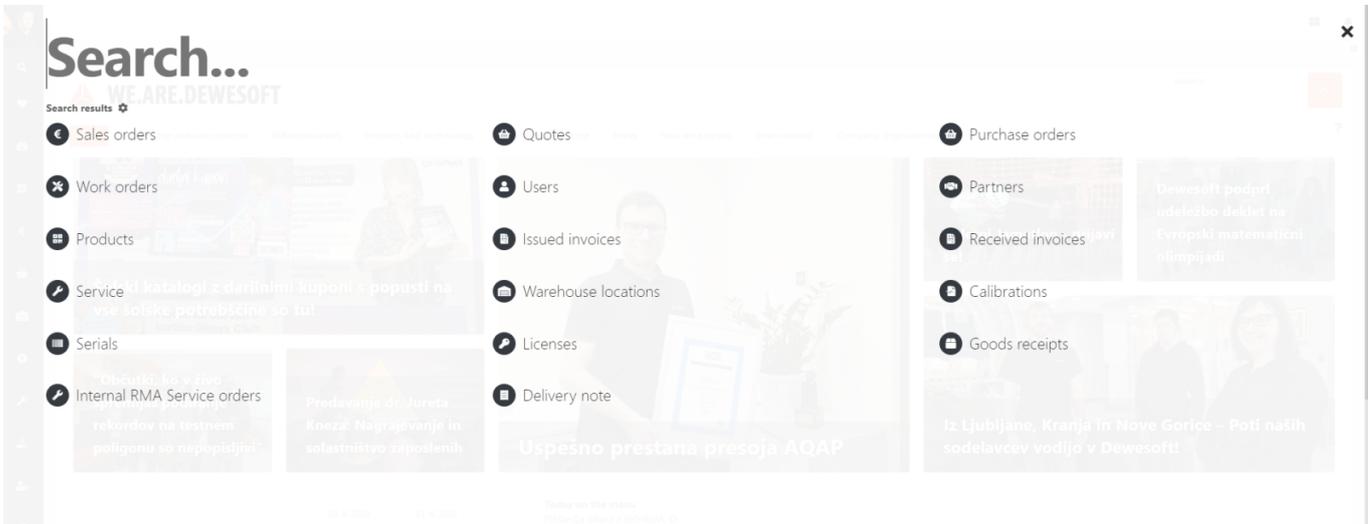
GoTo menu

Clicking the running man button opens up an overlay, where you can search through available pages to find where you want to go quicker. This overlay can also be opened by pressing the "**CTRL + K**" shortcut.

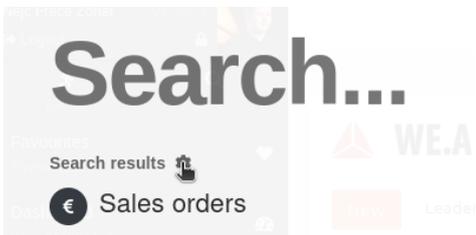


Global search

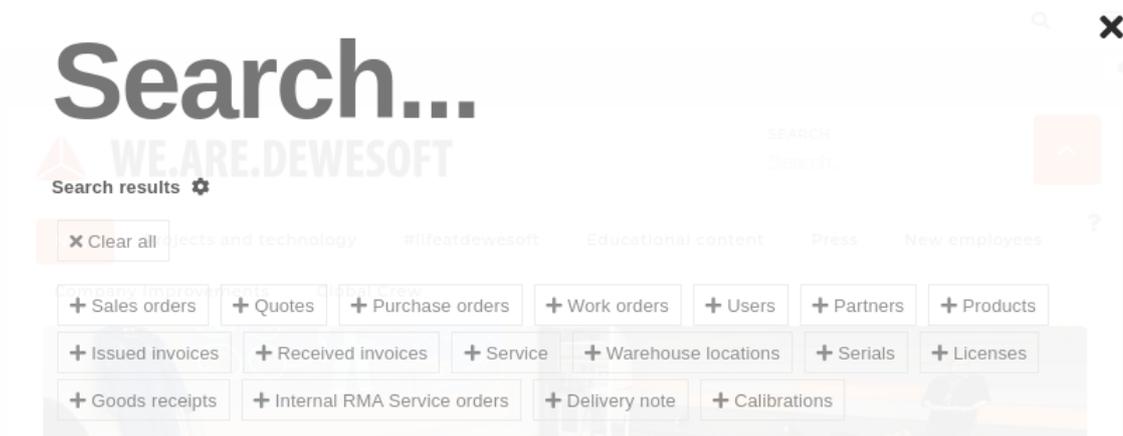
Clicking the magnifying glass button opens up the global search overlay, where you can search for items by document numbers, names, ... This overlay can also be opened by pressing the "**CTRL + S**" shortcut.



Users can customize their global search overlay by clicking the "cog" icon under the search box.



Clicking this icon opens up a list of available search results. Each of these can be added to the user's global search panel by clicking on them. Users can also remove all result sections at once by clicking the "Clear all" button.



TIP: Selected search result sections always show only data that the user is permitted to see. If some of the sections remain empty during search, it could be that there are no results that match your search. If the sections are always empty, that means that you do not have the proper permissions to view those entries.

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