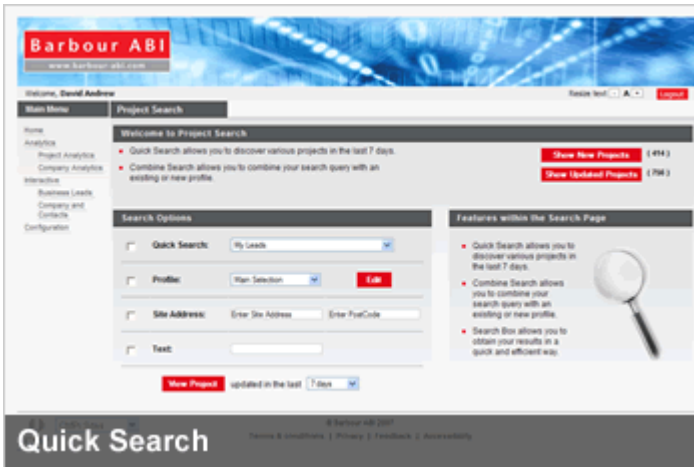


## 'Projects' Quick Search



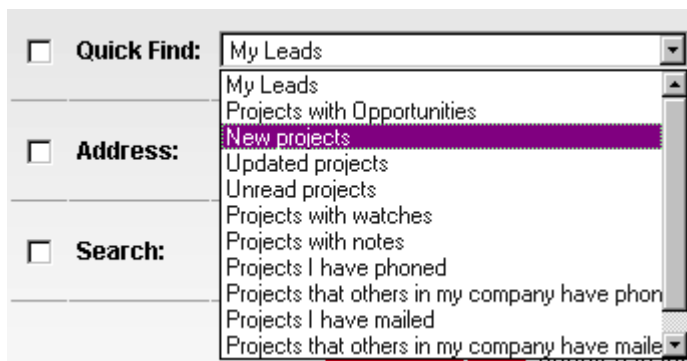
This is the start point for any searches for projects or leads. This page allows a user to apply simple searches across the projects available to their organisation and quickly access those most relevant.

- **Show New or Show Updated Projects** - immediately view new or updated projects within your organisation's subscription. The numbers tell you how many projects were new or updated within the time period indicated.



Search Options in the lower left of the screen give fast methods of finding projects in different ways. Just tick an option, complete your choice and click View Projects.

- **Quick Find** – find projects you may have marked in some way before, such as those with a Note, a Watch set or even those that are unread.



- **Profile** – apply a detailed profile with your search allowing you to specify from a wide range of categories and measures for projects you want to see. Clicking Edit here will allow you to create a new, or change an existing, search profile if you need to.

**Profile:**

**Edit Profile** | Summary | Project Location | Sector | Type | Stage | Value | Measures | Materials | Days Since Reported

- **Site Address** – filter your results by part of an address and/or postcode

**Address:**

- **Text** – look in the title and key pieces of text on a project for maximum searchability when finding projects

**Search:**   **Search Notes**

Each search option can be combined with the other simply by ticking the boxes of the options you want to be active. For instance a user responsible for different sales rep areas can easily apply a different Profile for each rep and view the latest projects for their reps within a few seconds with the minimum of clicks.

**Profile:**

**Quick Find:**

**Address:**

**Search:**

- **View Projects** – this button starts the search. You can alter the number of historic days you wish to look back over using the drop down box (the default value here can be customised at Barbour ABI Account level) After a short delay the system will either present the project/s found or a message to explain why the user may not have found any results.

updated in the last

- 1 day
- 7 days**
- 30 days
- 60 days
- 3 months
- 6 months
- 12 months
- 2 years
- 5 years