
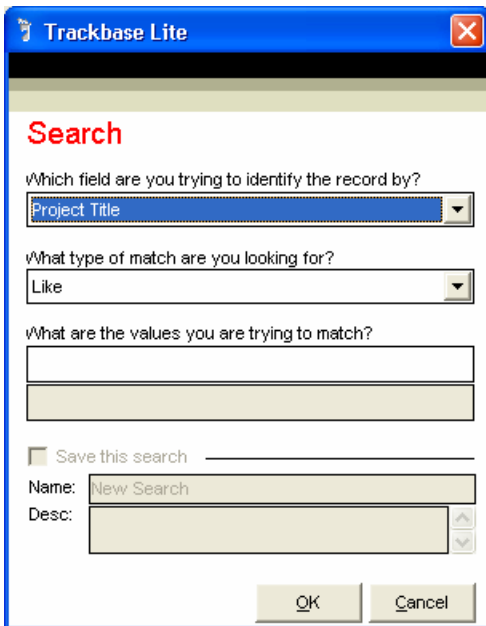


# Searching on Text User Fields

To view all the projects belonging to a specific rep, you can use the search feature.

To do this, open Trackbase Lite at the Project screen and click on the Search button  on the top toolbar. This will open the search window shown below:




The screenshot shows a window titled "Trackbase Lite" with a search interface. The window has a blue title bar with a close button. The main content area is titled "Search" in red. It contains the following elements:

- A dropdown menu labeled "Which field are you trying to identify the record by?" with "Project Title" selected.
- A dropdown menu labeled "What type of match are you looking for?" with "Like" selected.
- Two empty text input boxes labeled "What are the values you are trying to match?".
- A checkbox labeled "Save this search" which is currently unchecked.
- A "Name:" label followed by a text input box containing "New Search".
- A "Desc:" label followed by a text area with up and down arrow buttons.
- "OK" and "Cancel" buttons at the bottom.

In the first box of this window select the field you wish to search under, in this example we will choose 'Rep Name', then choose the match type in the middle box, as we are searching for text like a persons name we will choose 'Like'. Finally enter the text you wish to search for. We will search for our rep 'Marsha'.

Click on 'OK' to start the search.

You will then be prompted to choose which age of projects you wish to view. Click on 'OK' to continue.

Then in the main project screen click on the 'View New and Updated' button  on the top tool bar to view all recent projects in your database attached to Marsha. You will then see a list of Marsha's projects for this week, as shown below:

TITLE	VALUE	CONTACTS
HOUSES/FLATS	£580,000	
FLATS/SHOP	£12,000,000	
OFFICES/INDUSTRIAL	£5,000,000	
VISITOR CENTRE	£7,000,000	
SCHOOL	£6,200,000	