

# Advance Search for File

This Feature allows User to users to Search and Retrieve Files (According to the assigned Search Scope) and take actions on searched records (According to assigned Action Scope).

## Important Points:

- ✓ Search Privileges must have been set for instance level by administrator. (Refer [search privilege for whole instance](#)).
- ✓ Search privilege if set for user must restrict or allow the user to search and take action beyond the scope set for whole instance (Refer [search privilege for individual user](#)).

## STEPS TO FOLLOW:

1. Click **Advanced Search** link in **File Quick Access** Menu. (System redirects to the 'Advanced Search' screen with 'File' tab activated by default.)

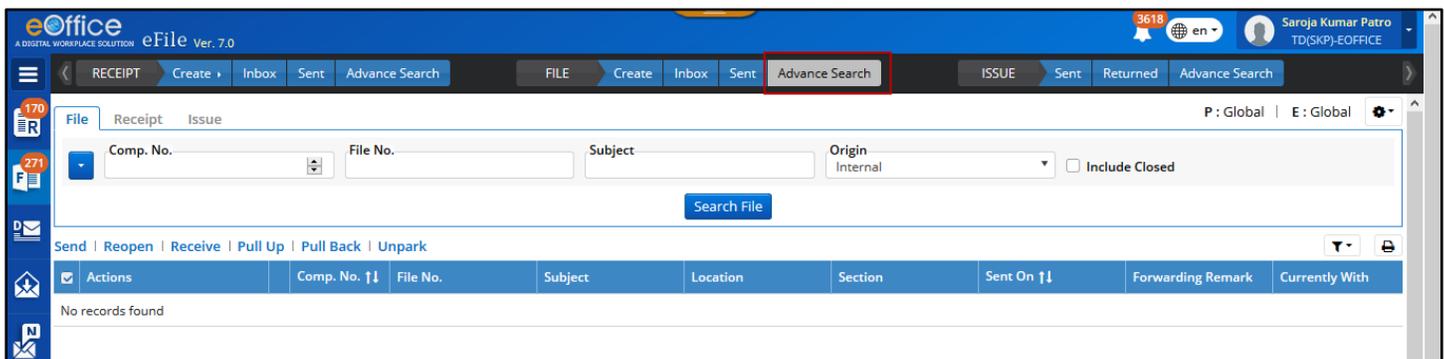


Figure 353

2. Select **Physical Scope** and **Electronic Scope** (By Default Value is Global or as per assigned Search Scope).

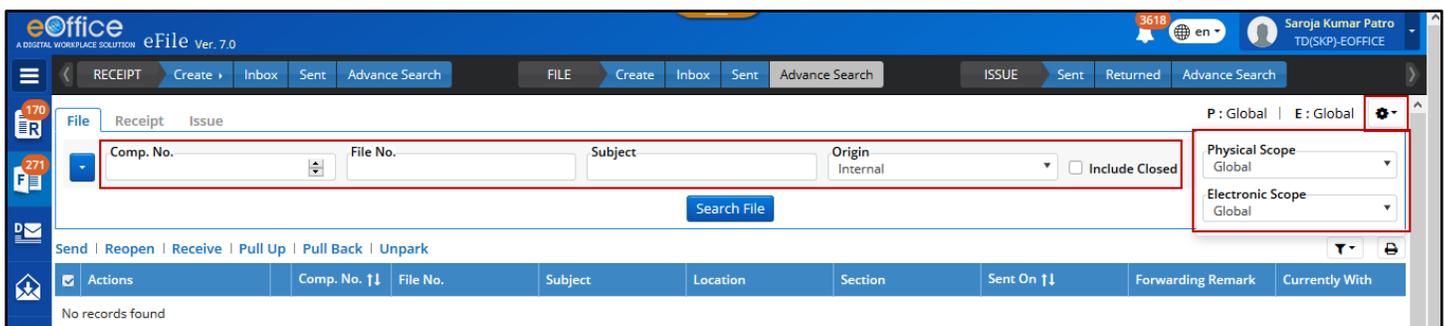


Figure 354

3. Search from main **Basic parameters** (Computer no., File No., Subject or Origin).
4. Select **Additional parameters** from dropdown list icon to search with additional inputs. (Received/Sent, File Heads and Creation details)

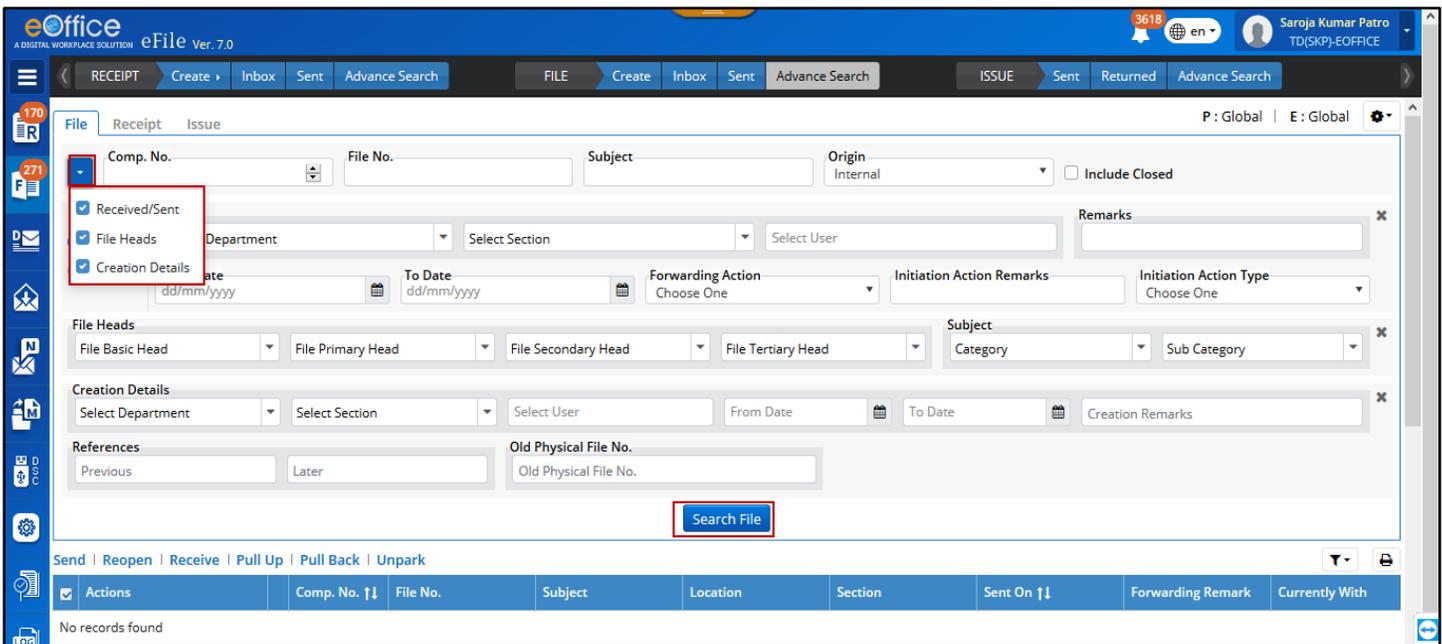


Figure 355

**Note:**

- Additional Parameters will not be available if Origin of File is selected External.

- Click **Search File** button to search the file records.
- Opt for default output fields or Select/Remove output fields. (*Computer No., File No., Subject and Location cannot be removed*)

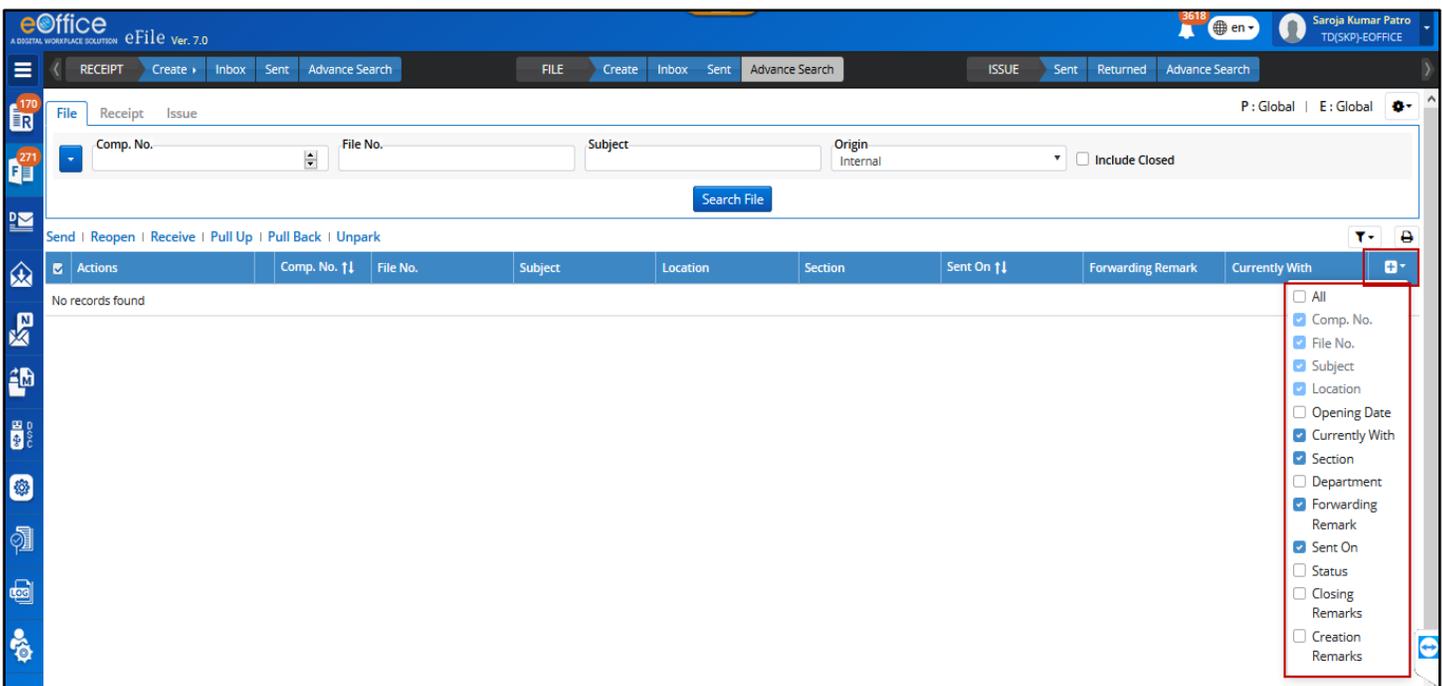


Figure 356

**Note:**

- List of files will be displayed based on selected input search parameters values.
- Searched record will display file(s) depending on their current location.
- Searched record list can be sorted depending on Active, Created, Parked and Closed File.
- By Default Closed File will not be displayed in output. User should have to select **Include Closed** checkbox to retrieve closed File Record.

## Actions Allowed on Searched Receipt

- **Send:** Clicking **Send** Action Link/Menu (for single/multiple File) should open send window to forward single/multiple File.

**Note:**

- This action will be applicable when File is available in signed in user's File inbox/inbox folder/Created List.

- **Reopen:** Clicking on **Reopen** Action Link/Menu (for single/multiple File) should open Reopen Remark popup. On providing mandatory **Remark** and Clicking **OK** should Reopen the File.

**Note:**

- In case User **have Role Closing Approver**, **Reopen Remark pop up** will be displayed.
- In case User is **not having Role Closing Approver**, User will be redirected to **Submit File for Reopening Approval Pop up**.
- This action will be applicable when File is available in signed in user's **Receipt Closed (By Me) List**.

- **Receive:** Clicking on **Receive** Action Link/Menu (for single/multiple File) should Receive unreceived physical File to user's File inbox.

**Note:**

- This action will be applicable when physical File is available in user's File Inbox/Inbox folder in unreceived state.

- **Pull Up:** Clicking **Pull up** Action Link/Menu (for single/multiple File) should open a confirmation popup. Providing **Remark** and clicking **OK** should Pull Up single/multiple File to user's File inbox.

**Note:**

- This action should be displayed depending upon action scope set for whole eOffice Instance.
- Action scope for individual will superimpose scope set for whole instance.

- **Pull Back:** Clicking **Pull Back** Action Link/Menu (for single/multiple File) should open a confirmation popup. Providing **Remark** and clicking **OK** should Pull Back single/multiple File to user's Receipt inbox.

**Note:**

- This action will be applicable when File is available in signed in user's File sent list and remained in unread/unreceived state in recipient Inbox.

- **Details:** Clicking on details action link should display the complete Details and Movement of File.