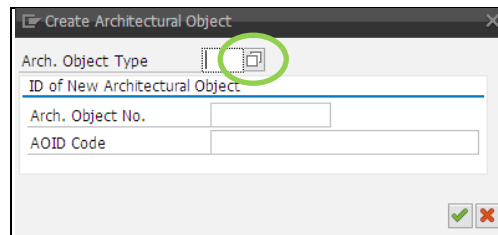


Searching in SAP Quick Reference Guide

This guide describes the various ways to search or select an item in a SAP transaction screen.

Types of searches

When you click on a field and the Search drop-down icon appears (see the example circled below), you can search for the contents of the field.

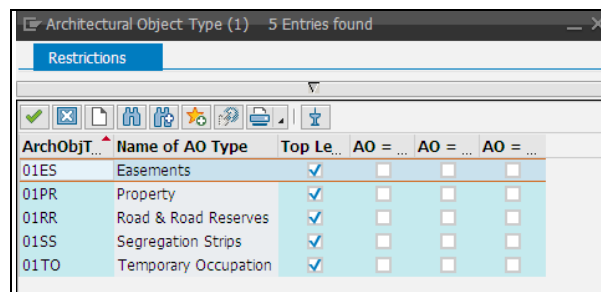


The type of search varies from field to field. The three main types of search are:

- Simple searches.
- Date selection searches.
- Complex searches.

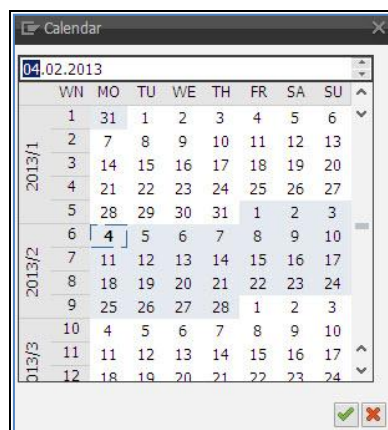
Simple searches

A simple search opens a window that contains a list of possible entries to select from. Double click on the entry that you want to select.



Date selection searches

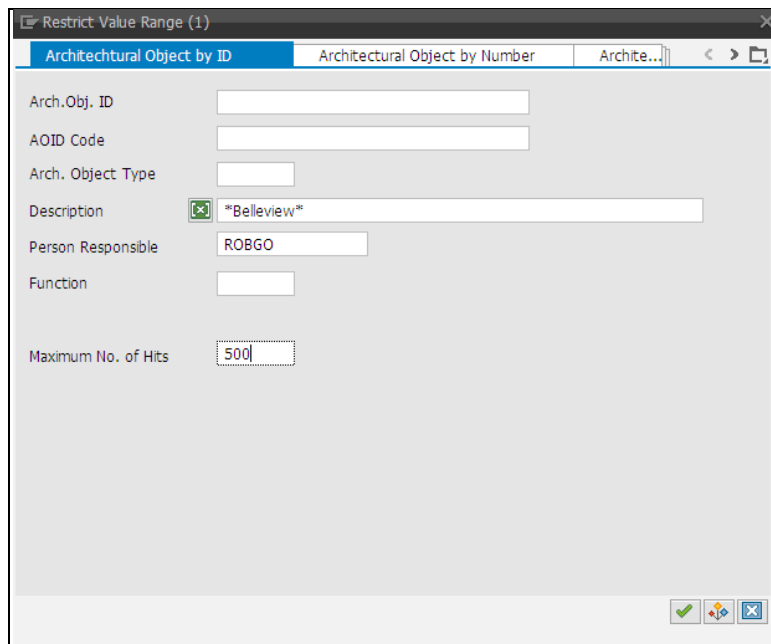
When a date field is selected click on the Search drop-down to view the calendar screen where you can select required date. Click once on the entry you wish to select.



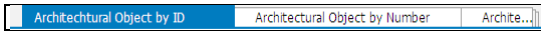


Complex searches

A complex search opens a window where you can select a type of search to use. Each search has a range of search criteria fields which you can use to refine your search. You can use some or all of the criteria (e.g. for the search shown below you might enter a description to search by, and/or a person responsible, and/or an AOID code).

If you are uncertain of any criteria, you can use wildcards (*) to represent missing data (see later in this document for information on using wildcards).



The table below explains some of the search functions available for complex searches.

Fields/Buttons	Name	Function
	Search Tabs	Each tab contains a different way to search for the field data.
	Tab arrows	Click to scroll backwards and forwards through the list of available searches.
	Folder Tab	Click once to display a list of searches (this saves you scrolling through all the searches).
<ul style="list-style-type: none"> Architectural Object by ID Architectural Object by Number Architectural Object by Address Architectural Object for Functional Location Architectural Object by Business Partner Architectural Object by Legacy ID 	Folder Tab List	Displays a list of available searches. When choosing a search, go for the option that best matches the information you have (e.g. if you know a property's address use a search with the address in it such as the Architectural Object by Address option).

Using wildcards

The (*) symbol is used as a substitute for any and all possible characters when you are searching for one or more entries. Using wildcards greatly increases the flexibility and efficiency of searches. The following table contains examples of the use of wildcards.

The following table contains examples and results when using wildcards in a search.

Example of usage	Result examples
A*	A1, AB, ABCDE, A1B2C3
AB*	AB0, ABC, ABCDEF, AB12345
*B	B, AB, 123456789B
B	AAABCCC, ABC, 1532B32

Using wildcards helps shorten the time to do a search. For example, if searching for a Business Partner named “Eastern District Council” you can just enter “East*” or “East*dist*” in the name search rather than entering the whole name.