



Searching for Object Codes

Process

This job aid give tips for changing your search to display more than the standard 500 hits. It also contains tips on how to sort your results.

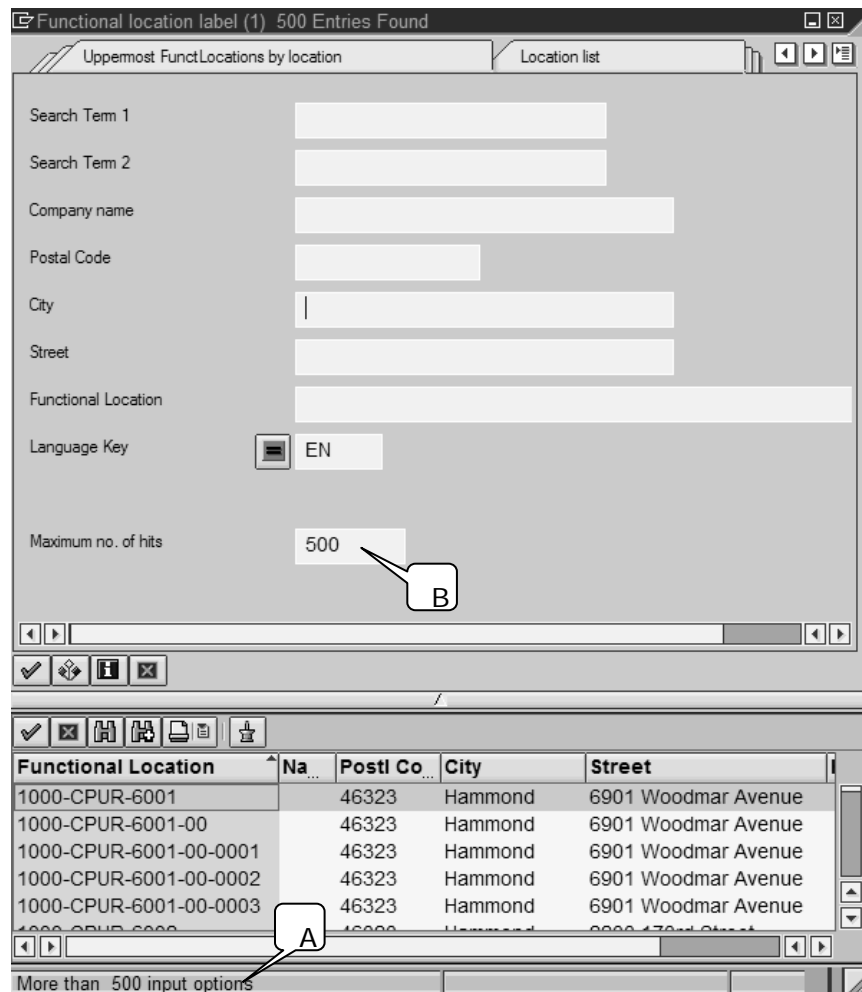
Tips and Tricks for Searching

Limits on the hit list

Watch out for the number of hits in the search hit list.

Search screens are set up by default to limit their hit lists to the first 500 matching items. If there are more than 500 matching items, the system displays only the first 500 items, and warns you to that effect via a message in the status bar (A).

When this occurs, return to the search screen and delete the entry in the **Maximum no of hits** field (B), or enter additional search criteria that further specify the object of your search and hence narrow down the number of possible hits.





Searching for Object Codes

Sorting the hit list

Search hit lists are usually organized by the object code. For example, the functional locations on this search hit list are listed in order of the functional location (A).

However, you would probably locate the object of your search by scanning the contents of the **Street** column first. To facilitate this search, click the header of that column (B), and the search hit list is reorganized by its contents (C).

One click sorts a column in alphanumerical order, and a second click sorts it in reverse order.

Functional Location	Na	Postl Co	City	Street
1000-FWPU-7001		46805	Fort Wayne	504 W. Campus Drive
1000-FWPU-7001-00		46805	Fort Wayne	504 W. Campus Drive
1000-FWPU-7001-00-0001		46805	Fort Wayne	504 W. Campus Drive
1000-FWPU-7010		46805	Fort Wayne	400 W. Campus Drive
1000-FWPU-7010-00		46805	Fort Wayne	400 W. Campus Drive
1000-FWPU-7010-00-0001		46805	Fort Wayne	400 W. Campus Drive
1000-FWPU-7010-00-0002		46805	Fort Wayne	400 W. Campus Drive
1000-FWPU-7010-00-0003		46805	Fort Wayne	400 W. Campus Drive
1000-FWPU-7010-00-0004		46805	Fort Wayne	400 W. Campus Drive
1000-FWPU-7010-00-00GR		46805	Fort Wayne	400 W. Campus Drive
1000-FWPU-7011		46805	Fort Wayne	100 N. Campus Drive
1000-FWPU-7011-00		46805	Fort Wayne	100 N. Campus Drive
1000-FWPU-7011-00-0001		46805	Fort Wayne	100 N. Campus Drive
1000-FWPU-7013		46805	Fort Wayne	502 W. Campus Drive
1000-FWPU-7013-00		46805	Fort Wayne	502 W. Campus Drive
1000-FWPU-7013-00-0001		46805	Fort Wayne	502 W. Campus Drive
1000-FWPU-7015		46805	Fort Wayne	100 W. Campus Drive
1000-FWPU-7015-00		46805	Fort Wayne	100 W. Campus Drive
1000-FWPU-7015-00-00GR		46805	Fort Wayne	100 W. Campus Drive
1000-FWPU-7016		46805	Fort Wayne	100 S. Campus Drive
1000-FWPU-7016-00		46805	Fort Wayne	100 S. Campus Drive
1000-FWPU-7016-00-0001		46805	Fort Wayne	100 S. Campus Drive
1000-FWPU-7016-00-0002		46805	Fort Wayne	100 S. Campus Drive
1000-FWPU-7016-00-00BM		46805	Fort Wayne	100 S. Campus Drive
1000-FWPU-7016-00-00GR		46805	Fort Wayne	100 S. Campus Drive
1000-FWPU-7021		46805	Fort Wayne	200 E. Campus Drive
1000-FWPU-7021-00		46805	Fort Wayne	200 E. Campus Drive
1000-FWPU-7021-00-0001		46805	Fort Wayne	200 E. Campus Drive
1000-FWPU-7021-00-0002		46805	Fort Wayne	200 E. Campus Drive
1000-FWPU-7021-00-0003		46805	Fort Wayne	200 E. Campus Drive
1000-FWPU-7021-00-00BM		46805	Fort Wayne	200 E. Campus Drive
1000-FWPU-7027		46805	Fort Wayne	200 N. Campus Drive
1000-FWPU-7027-00		46805	Fort Wayne	200 N. Campus Drive

Functional Location	Na	Postl Co	City	Street
1000-FWPU-7030		46805	Fort Wayne	100 E. Campus Drive
1000-FWPU-7030-00		46805	Fort Wayne	100 E. Campus Drive
1000-FWPU-7030-00-0001		46805	Fort Wayne	100 E. Campus Drive
1000-FWPU-7030-00-0002		46805	Fort Wayne	100 E. Campus Drive
1000-FWPU-7030-00-0003		46805	Fort Wayne	100 E. Campus Drive
1000-FWPU-7030-00-0004		46805	Fort Wayne	100 E. Campus Drive
1000-FWPU-7030-00-00BM		46805	Fort Wayne	100 E. Campus Drive
1000-FWPU-7011		46805	Fort Wayne	100 N. Campus Drive
1000-FWPU-7011-00		46805	Fort Wayne	100 N. Campus Drive
1000-FWPU-7011-00-0001		46805	Fort Wayne	100 N. Campus Drive
1000-FWPU-7016		46805	Fort Wayne	100 S. Campus Drive
1000-FWPU-7016-00		46805	Fort Wayne	100 S. Campus Drive
1000-FWPU-7016-00-0001		46805	Fort Wayne	100 S. Campus Drive
1000-FWPU-7016-00-0002		46805	Fort Wayne	100 S. Campus Drive
1000-FWPU-7016-00-00BM		46805	Fort Wayne	100 S. Campus Drive
1000-FWPU-7016-00-00GR		46805	Fort Wayne	100 S. Campus Drive
1000-FWPU-7015		46805	Fort Wayne	100 W. Campus Drive
1000-FWPU-7015-00		46805	Fort Wayne	100 W. Campus Drive
1000-FWPU-7015-00-00GR		46805	Fort Wayne	100 W. Campus Drive
1000-FWPU-7021		46805	Fort Wayne	200 E. Campus Drive
1000-FWPU-7021-00		46805	Fort Wayne	200 E. Campus Drive
1000-FWPU-7021-00-0001		46805	Fort Wayne	200 E. Campus Drive
1000-FWPU-7021-00-0002		46805	Fort Wayne	200 E. Campus Drive
1000-FWPU-7021-00-0003		46805	Fort Wayne	200 E. Campus Drive
1000-FWPU-7021-00-00BM		46805	Fort Wayne	200 E. Campus Drive
1000-FWPU-7027		46805	Fort Wayne	200 N. Campus Drive
1000-FWPU-7027-00		46805	Fort Wayne	200 N. Campus Drive