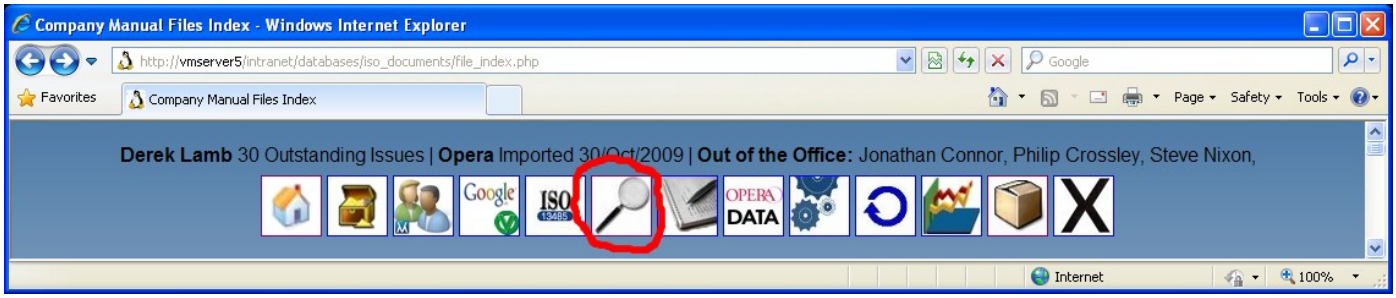
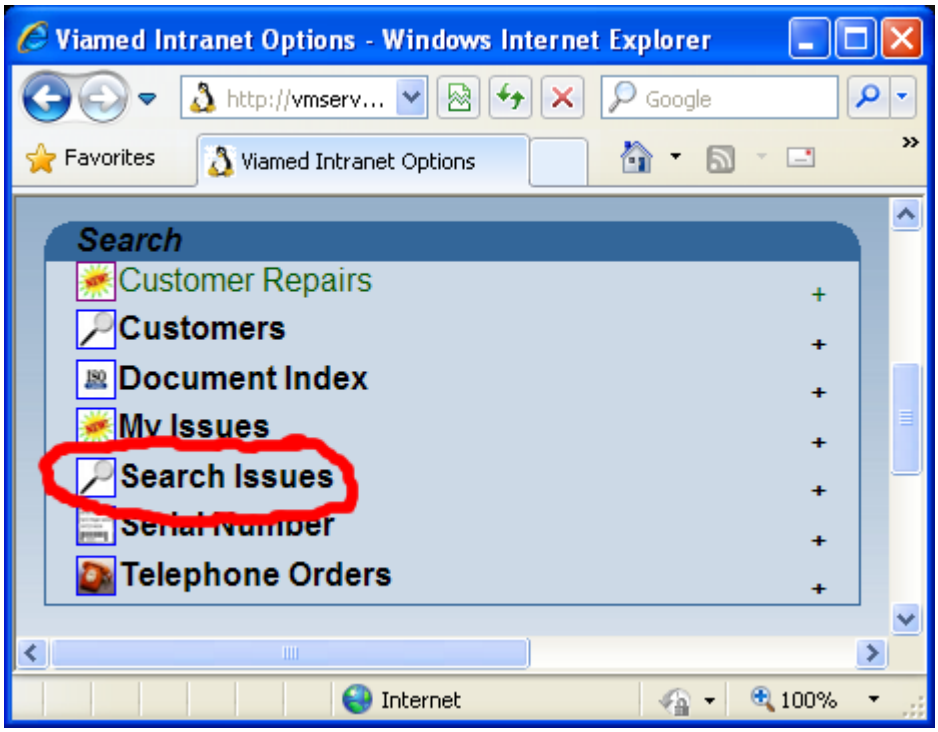
1. Click Search

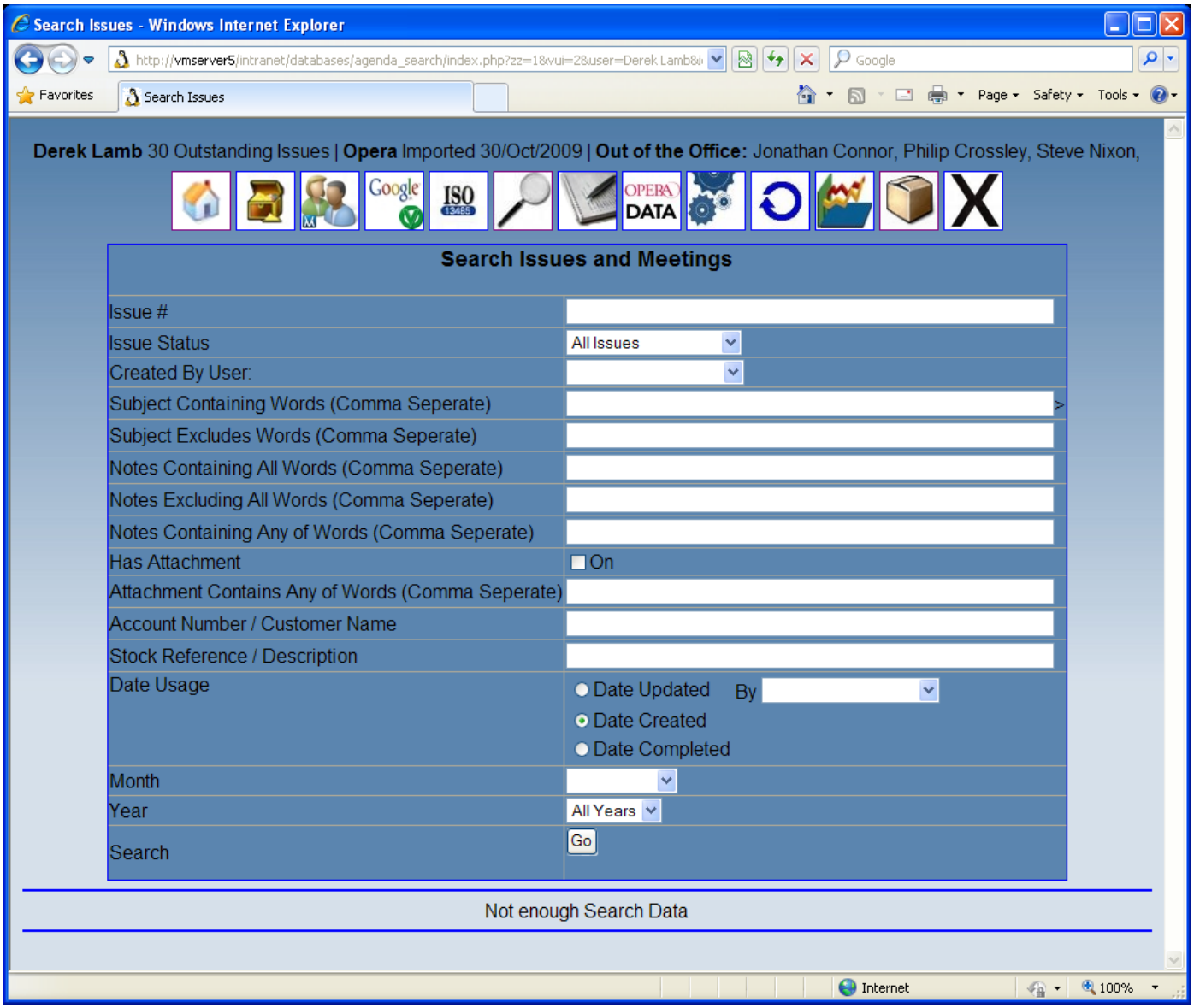


2. Click Search Issues



3.0 Search Fields

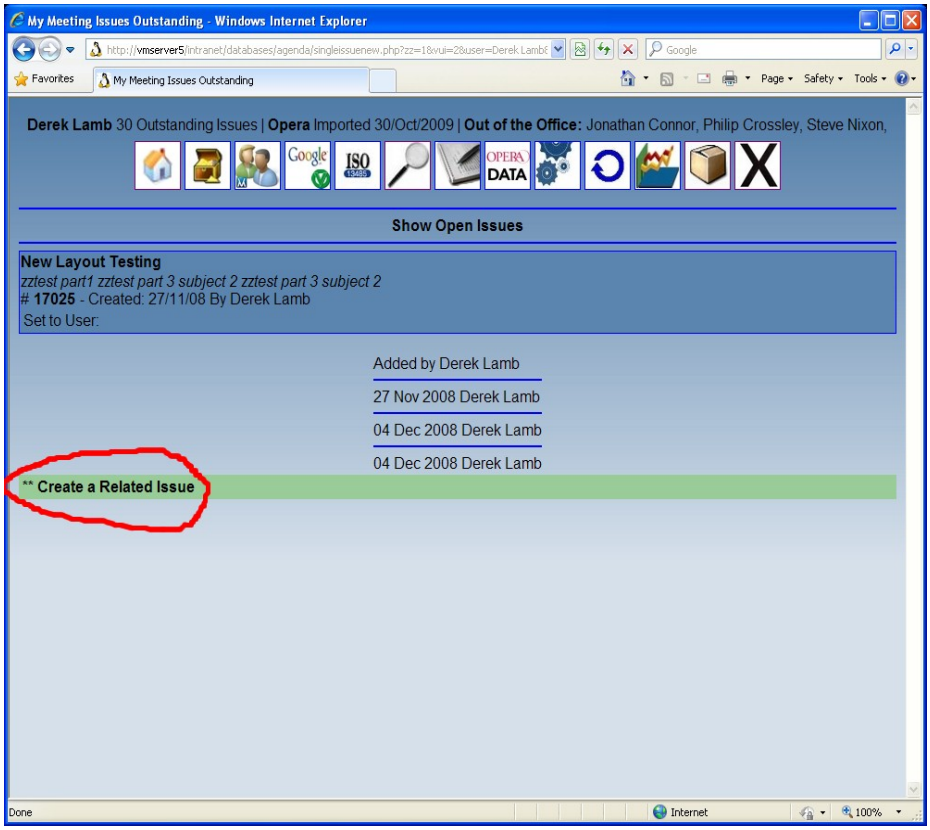
Issue#	Will Search for a single Issue Number,
Issue Status	Narrow down to Outstanding / Completed or Ready for Completed Issues
Created By	Select the User who Created the Issue
Subject Containing Words (Comma Seperate)	Searching production will return all Issues with the Subject line containing the words Production (7 Results at the time 02/11/09). Searching delay,production Will return all Issues with Both production and Delay in the subject (4 Results at the time 02/11/09).
Subject Excludes Words (Comma Seperate)	Works in conjunction with the Previous Field, Enter production into Subject Containing, and enter delay into Subject Excludes and you will get results which contain production but does not contain delay. (3 Results at the time 02/11/09).
Notes Containing All Words (Comma Seperate)	Searching production will return all Issues with the Issue containing the words Production (457 Results at the time 02/11/09). Searching production,Tom Thumb Will return all Issues with Both production and 'Tom Thumb' in the Issue – Note it treats Tom Thumb as one continuous word as it is separated by a space not a comma (18 Results at the time 02/11/09).
Notes Excluding All Words (Comma Seperate)	Works in conjunction with Notes Containing All words Enter production,Tom Thumb into Notes containing all words Enter stock into the Excluding all words Field. Results will now remove results containing the word stock (6 Results at time 02/11/09) Enter stock,tt480 into the Excluding all words Field Results will now remove all issues with both stock and tt480 (2 results at time 02/11/09)
Notes Containing Any of Words (Comma Seperate)	Works Similar to Notes containing all words Field, except if any of the words are found the issue is returned, Searching production,Tom Thumb Will return all Issues with Both production and 'Tom Thumb' in the Issue (645 results at time 02/11/09)
Has Attachment	Check box to only return results that have Attachments
Attachment Contains Any of Words (Comma Seperate)	As per other search fields searches the Attachment names. Note this will automatically tick the has attachment check box.
Account Number Customer Name	This will search the Opera Account field , It does not search the body text of the Issue. Most results are from the Back orders Status.
Stock Reference / Description	This will search the Stock Reference field, It does not search the body text of the Issue. Most results are from the Back orders Status.
Date Usage	Radio Button for Date updated , Date Created , Date Completed Using the button and the following Month / Date fields the results can be further narrowed down by selecting either just the year or both the Year and month of the Issue being created / updated / completed. Note when search for updated Issues you can also select the name of the user who did the updating.


Search Issues - Windows Internet Explorer
http://vmserver5/intranet/databases/agenda_search/index.php?zz=1&vui=2&user=Derek Lamb&
Google
Favorites
Search Issues
Page
Safety
Tools
Derek Lamb 30 Outstanding Issues | Opera Imported 30/Oct/2009 | Out of the Office: Jonathan Connor, Philip Crossley, Steve Nixon,
Search Issues and Meetings
Issue #
Issue Status
All Issues
Created By User:
Subject Containing Words (Comma Seperate)
Subject Excludes Words (Comma Seperate)
Notes Containing All Words (Comma Seperate)
Notes Excluding All Words (Comma Seperate)
Notes Containing Any of Words (Comma Seperate)
Has Attachment
On
Attachment Contains Any of Words (Comma Seperate)
Account Number / Customer Name
Stock Reference / Description
Date Usage
Date Updated
By
Date Created
Date Completed
Month
Year
All Years
Search
Go
Not enough Search Data
Internet
100%

4.0 Issue Follow up

There is no way to edit / update / affect a current live issue, or and old completed Issue.

To produce a follow-up Issue from the results, click the required Issue Number / Meeting name and you will be taken to a view of the Issue.



Click Create a related Issue to produce a new Issue which is linked.