Advanced Process Search

Overview

The advanced process search gives you the ability to search for specific data element values on one specific process.

Process Type

Select a process type to begin the search

Data Element

Once the Process Type has been selected, you can select the specific data element you wish to search on

Search Text

Enter the text you wish to search for. Select Exact Match if you know the full value, deselect if you are searching for partial information. An Exact Match search will execute faster than an non-Exact Match search.

Start/End Dates

Specify the date range to narrow down the search

Completion Status

A user can specify completed, non-completed, or recently completed processes using this field.

Initiated By

If a user wishes to search only processes initiated by themselves or a specific person, they should specify that person in this field.

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