Overview

This document outlines general instructions for using the Search functionality within prompts.

Finding the report -

1. Login to OBI using: https://obiprd.oit.ohio.edu/ with OHIO ID and password.
2. Open desired report to prompt page.
3. Upon opening the report, choose the selected prompt drop down and click Search…
   a. Note: Search… is available in all prompts, screenshots provided as example only.
4. A search box will appear, and user is able to search within the drop down menu instead of scrolling through. If user knows the beginning of a field, they can begin typing. Uncheck Match Case if user is unsure of format of search. (In example, the search is for only a specified Org number(s)).
5. There are 4 available search parameters: Starts, Contains, Ends, is Like (pattern match).

See use cases below:

a. Use **Starts** if: user knows first letters of search string (searched items will highlight).
b. **Use Contains if:** user knows a certain part of a search string. Will return any results with the letter/number combination entered (searched items will highlight).

![Select Values](image)

- **Move**
- **Move All**
- **Remove**
- **Remove All**

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c. **Use Ends if:** user knows the end of a word or search string. Will return any results with the letter/number combination entered (searched items will highlight). This search parameter is rarely used.

![Select Values](image)

- **Move**
- **Move All**
- **Remove**
- **Remove All**
d. Use **is Like** (pattern match) if: user would like to find any result like a certain search string. Note: use % to return results with **is Like**.