

Document Search

Here you will learn how to search and find documents.

- [Save search](#)
- [Search for documents](#)

Save search

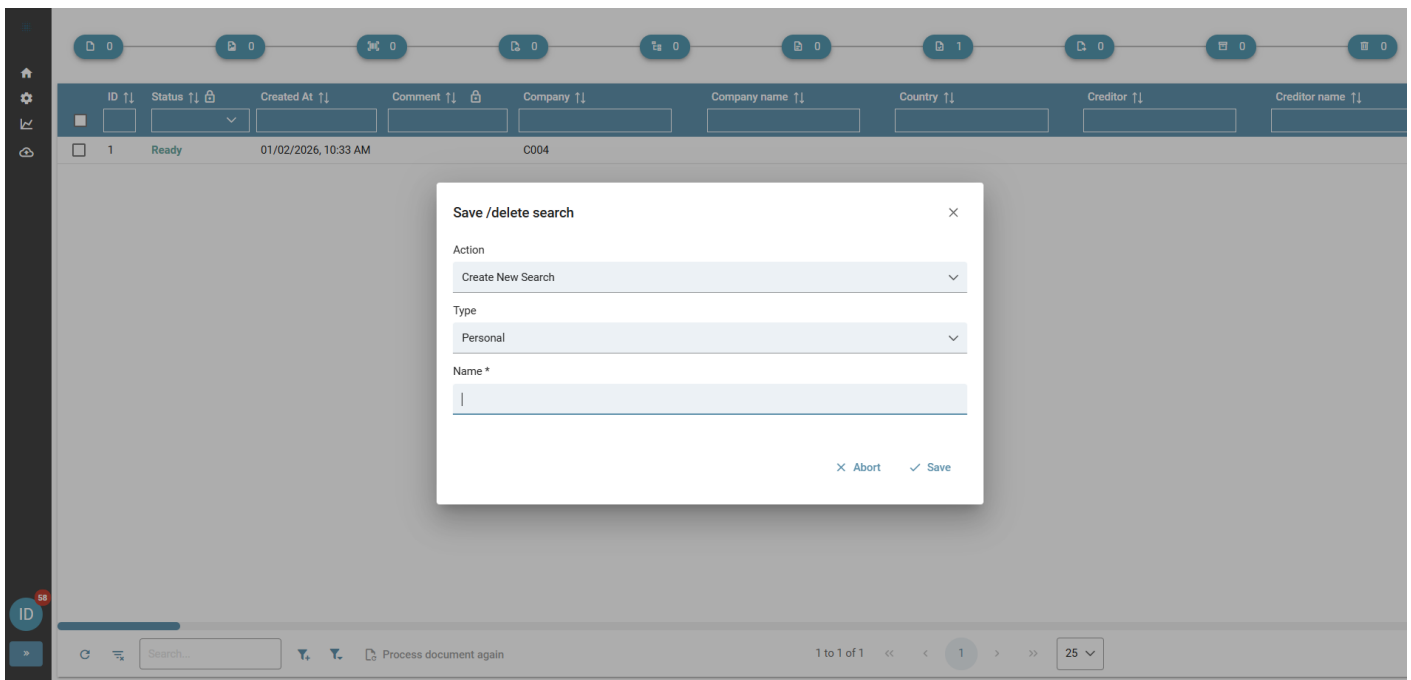
Manage searches

If the icon for managing the search is not displayed, please contact your project contact person.

The corresponding function may need to be activated in the Squeeze instance

Creating a search To save a search, first carry out a search. Then click on "Save / delete search" in the hit list of the document search. In the following dialogue, you can give the search a name and save it as personal or global.





Search as a separate tile on the dashboard

The search result can also be displayed as a tile directly on the dashboard. The number of hits is displayed directly on the tile.

Procedure:

- 1) Fill in the search field(s) on the dashboard
- 2) Click on Search
- 3) Click on Save search in the displayed results list
- 4) Fill in the fields (Name / Global or Personal)
- 5) Save

0

0

0

0

0

0

1

0

0

0

Validation

1

Incoming invoices

Show all

Other

1

New Search

Search

Document Class

Incoming invoices

Fulltext

Barcode

Recipient

Duplicate

Street

Company

Number

Company (AI)

Creditor name (AI)

Postal code

Company name

City

Customer number (AI)

Country

Creditor

0

0

0

0

0

0

1

0

0

0

Validation

1

Incoming invoices

Show all

IBAN - RIB

Mailbox

IBAN

Subject

Tax number

Message id

Tax number - RIB

Import folder

Processed folder

Error folder

ITWO - Invoiceld

ITWO - Invoice incoming no.

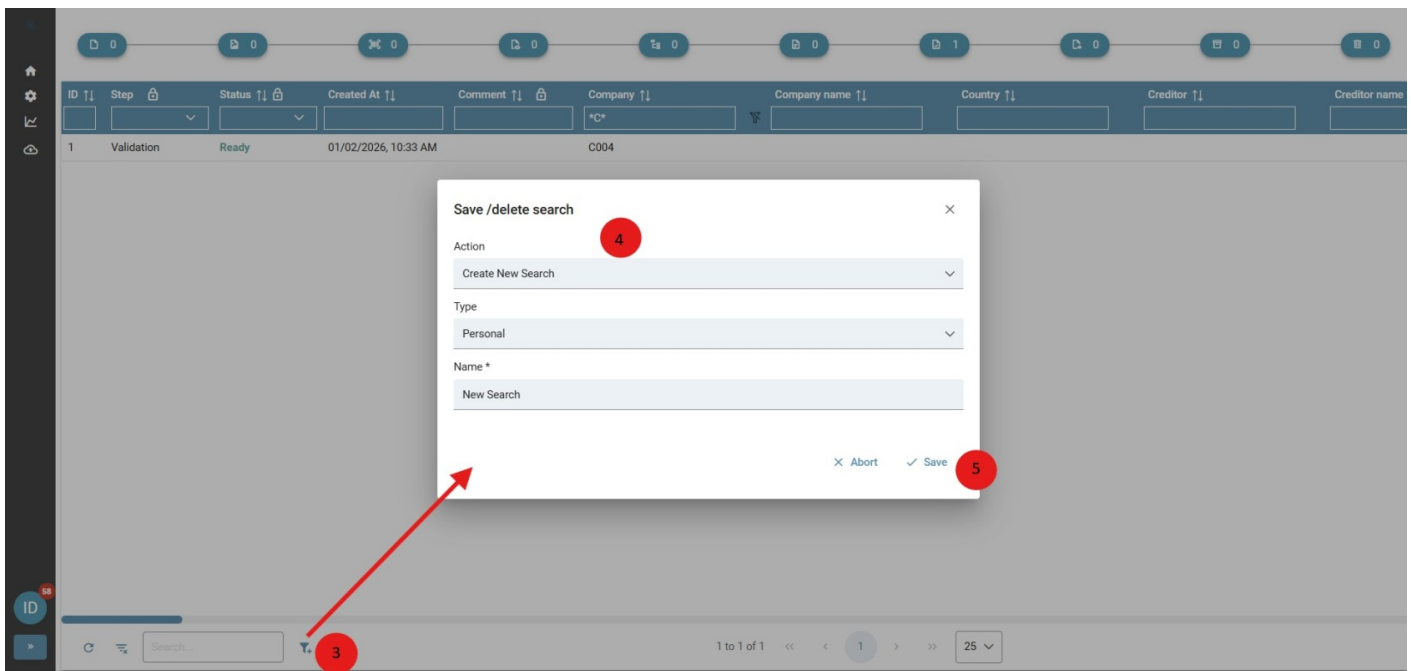
ITWO - API Status

ITWO - API Time

ITWO - API Time createInvoice

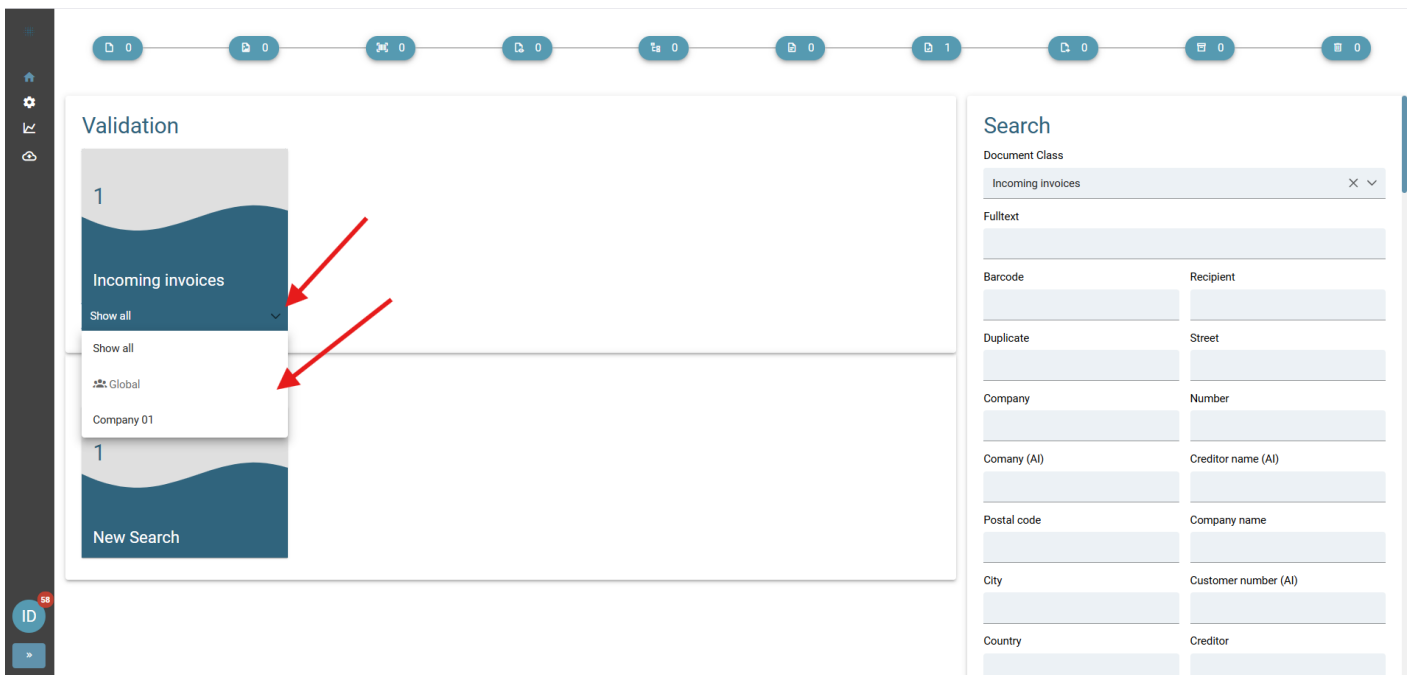
ITWO - API Time upload

Search



Use saved search

Saved searches are displayed on the dashboard below the respective validation tile. Use the dropdown to select the search you want to use.



You can also select searches in the hit list. To do this, use the "Select search" button in the lower ribbon of the table.

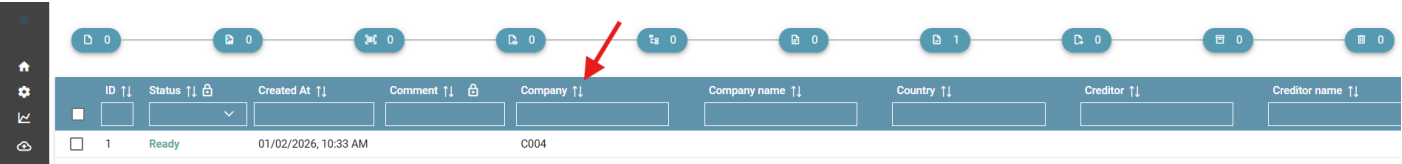
The screenshot displays the SAP Fiori 'Manage Documents' application. At the top, a header bar contains various icons and filters. Below this is a table with columns for document details. A 'Select Search' dialog box is open in the center, allowing users to search for documents. Red annotations highlight specific UI elements: a red circle labeled '1' points to the 'Search' button in the bottom toolbar; a red circle labeled '2' points to the search input field in the dialog; and a red circle labeled '3' points to the 'Execute' button in the dialog. An arrow points from the 'Search' button to the dialog's input field.

Search for documents

The document search is the entry point for searching and filtering documents.

Sort

You can sort the results of your document search by using the Sort button:



Filter

You can filter the results of your document search by using the input fields in the header row of the table. To find out how to search in a field, press the help button (available from Squeeze 2.6 onwards). The menu that opens will show you examples of searches in the selected field:

