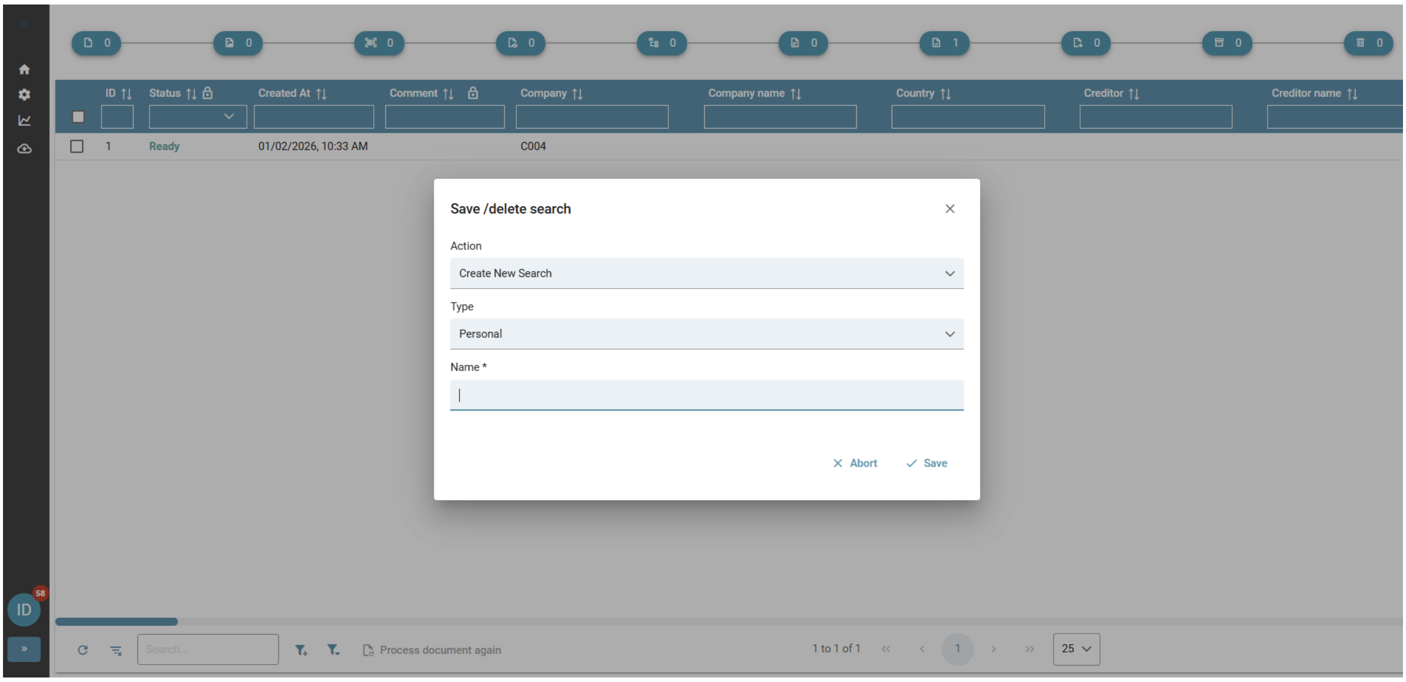
Save search

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

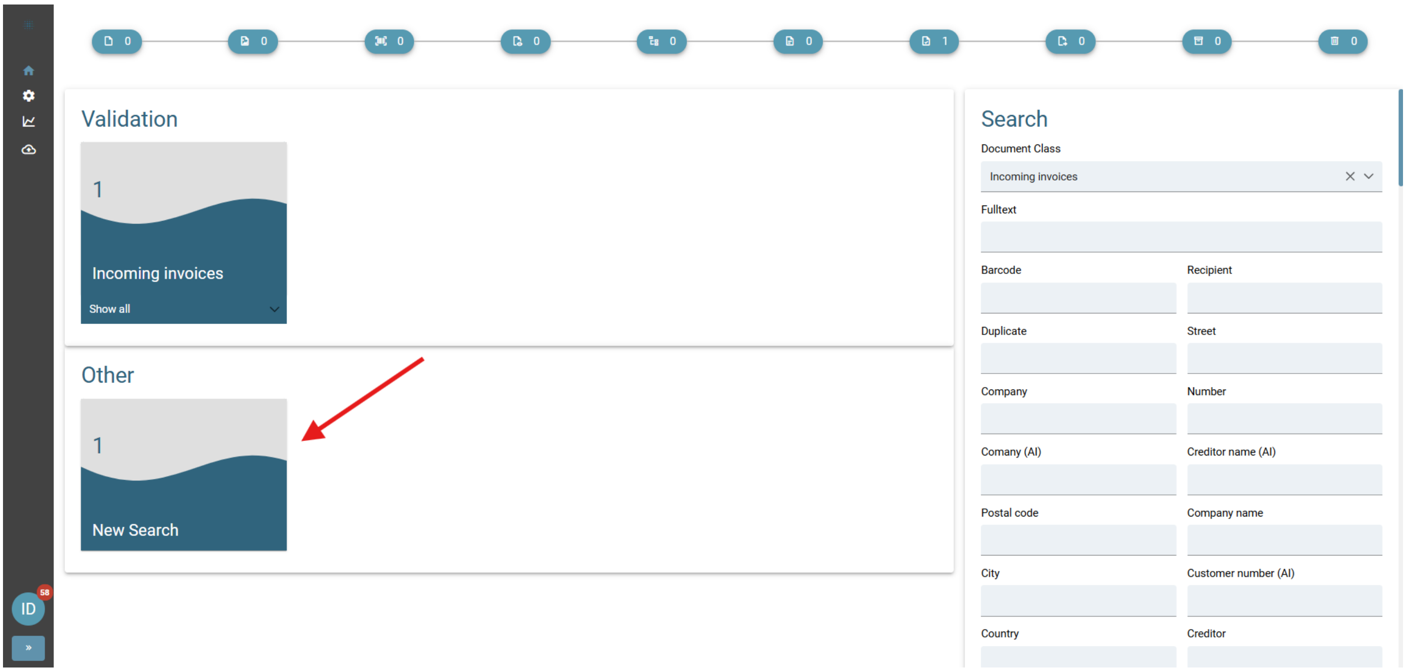
Creating a search To save a search, first carry out a search. Then click on "Save / delete search" in the hit list of the document search. In the following dialogue, you can give the search a name and save it as personal or global.

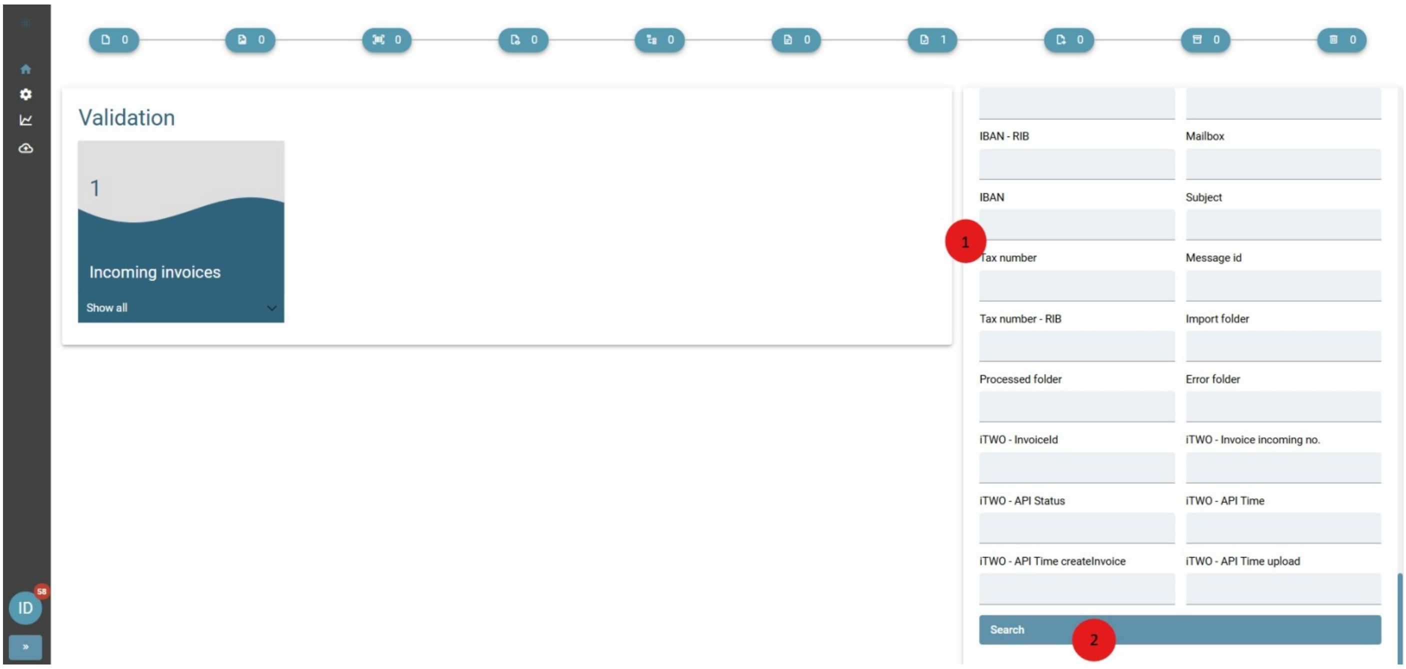


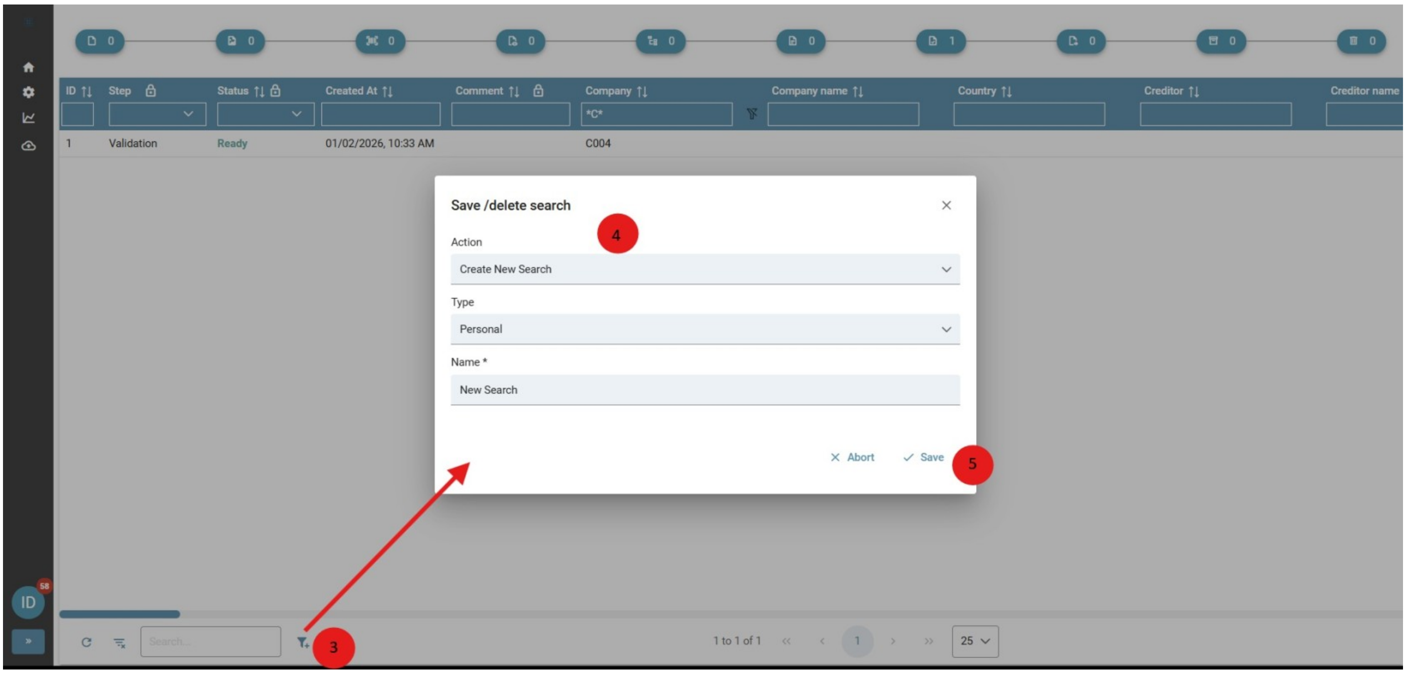
Search as a separate tile on the dashboard

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

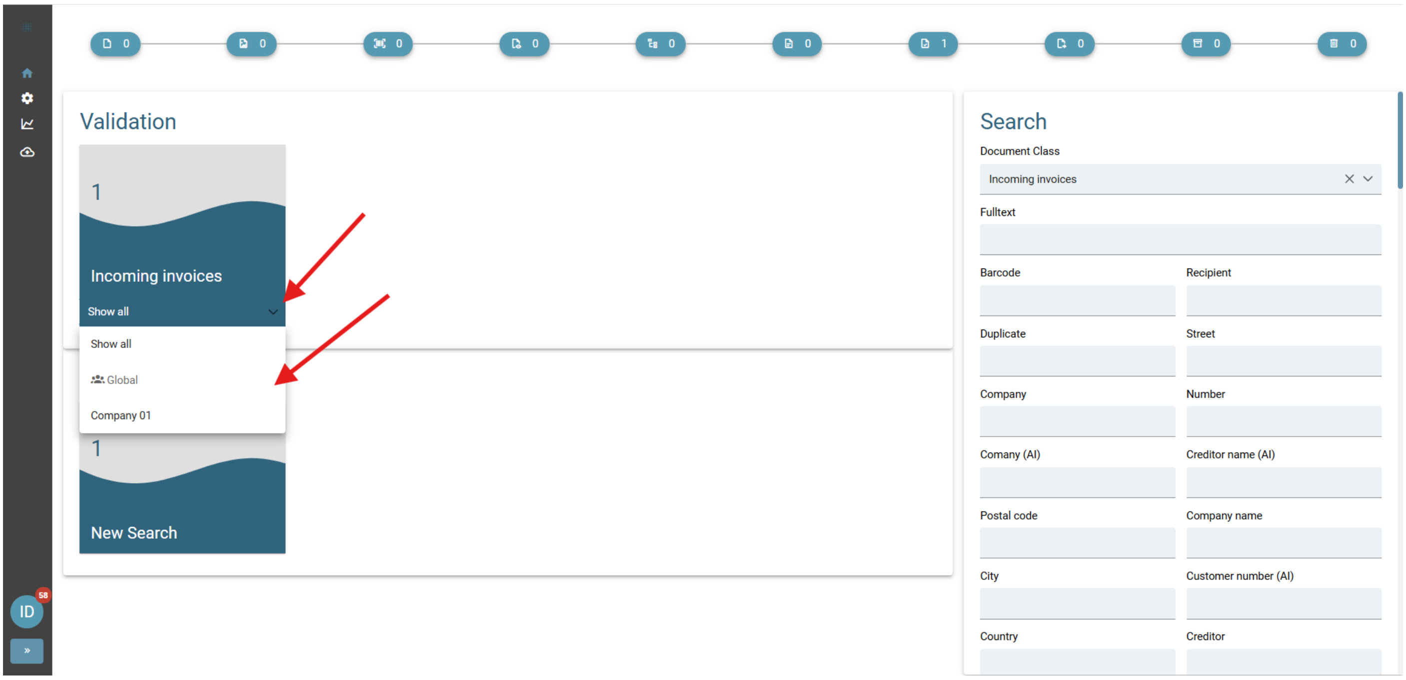

Validation
1
Incoming invoices
Show all
Other
1
New Search
Search
Document Class
Incoming invoices
Fulltext
Barcode
Recipient
Duplicate
Street
Company
Number
Comany (AI)
Creditor name (AI)
Postal code
Company name
City
Customer number (AI)
Country
Creditor


Validation
1
Incoming invoices
Show all
IBAN - RIB
Mailbox
IBAN
Subject
1
Tax number
Message id
Tax number - RIB
Import folder
Processed folder
Error folder
iTWO - InvoiceId
iTWO - Invoice incoming no.
iTWO - API Status
iTWO - API Time
iTWO - API Time createInvoice
iTWO - API Time upload
Search
2

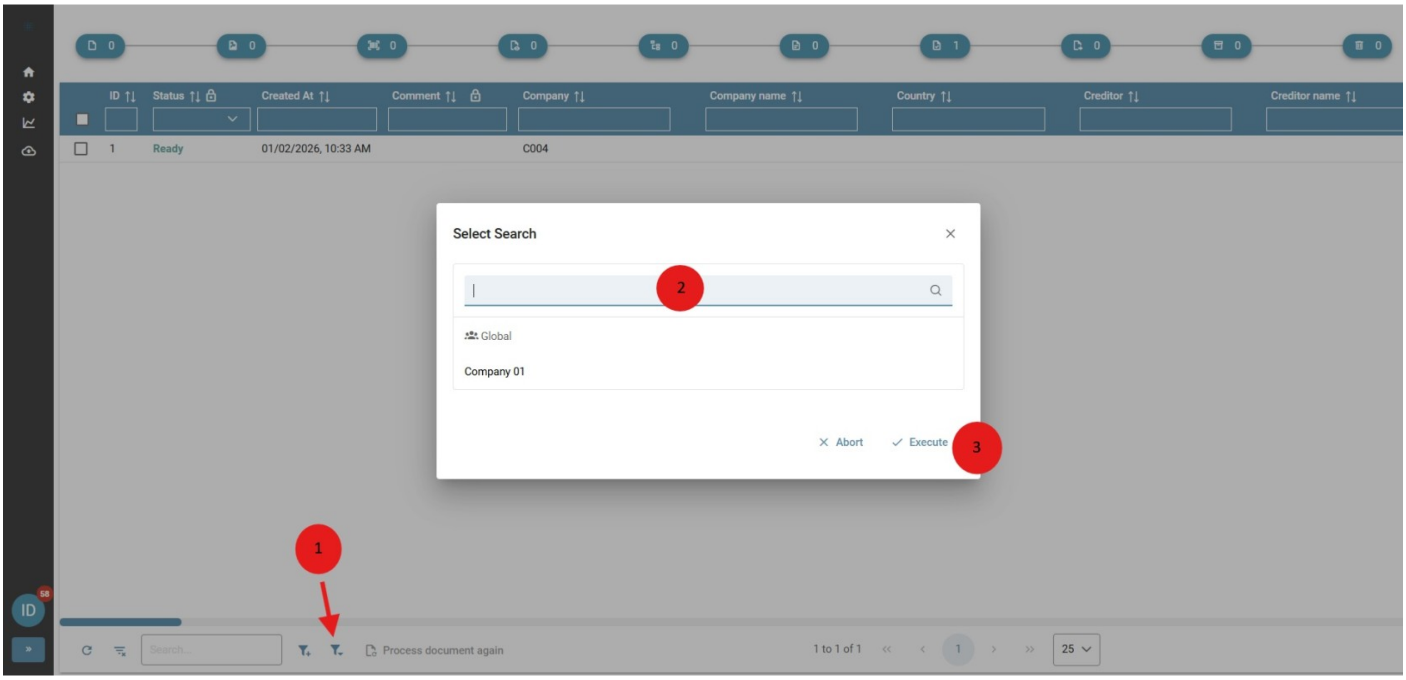


Use saved search

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.



Revision #3
Created 2025-09-10 14:19:58 UTC by Ines Luise Dargel
Updated 2026-01-02 11:04:09 UTC by Ines Luise Dargel