

Search

Quick Search	
1.	Click the Documents View icon (if necessary)
2.	Within the Quick Search textbox, enter the search criteria (e.g., <i>1234</i> or <i>ABC Company</i>) Note: Quick Search is <u>not</u> case-sensitive.
3.	To narrow the search, use: <ul style="list-style-type: none">• <u>Quotes</u> to find contracts with the exact word or phrase – “<i>ABC Company</i>”• <u>And</u> to find contracts containing both words – <i>ABC and Company</i>• <u>Or</u> to find contracts with at least one word – <i>ABC or Company</i>• <u>Not</u> to find contracts with one word but not the other – <i>ABC not Company</i>
4.	Click the Go command button. Note: All documents listed in the Search results have full functionality. It is not necessary to return to the Documents View to display a document. IMPORTANT: You can customize your search output columns by clicking on the Column Preferences icon and selecting attributes to display as columns.

Advanced Search	
1.	Click the Search View icon (if necessary)
2.	Change the Document Type from the default UIL Base to the appropriate selection (e.g. Contract)
3.	Enter the search properties for each needed field of information Note: To search on multiple properties, click Add another property , select appropriate operator and or or , and complete the needed fields of information.
4.	Click the Search command button Note: All documents listed in the Search results have full functionality. It is not necessary to return to the Documents View to display a document. IMPORTANT: You can customize your search output columns by clicking on the Column Preferences icon and selecting attributes to display as columns.

Advanced Search Example 1 (Chart 1, Org 101 Contracts executed from July 1, 2013 to July 15, 2015):

- Document type:
 - Contract
- Properties:
 - Chart
 - =
 - 1 – Urbana
 - and:
 - Organization Code
 - =
 - 101 – Control – OBFS Financial Services
- Date:
 - Execution date
 - From Jul 1, 2013 to Jul 15, 2015 (Note: you can also use the calendar icon)

Advanced Search Example 2 (Chart 2, Org 101 contracts that are not fully executed):

- Document type:
 - Contract
- Properties:
 - Chart
 - =
 - 2 – Chicago
 - and:
 - Organization Code
 - =
 - 101 – Control – OBFS Financial Services
 - and:
 - Status
 - <>
 - Fully Executed
- Date:
 - Created
 - Anytime

When using “or” in an Advanced Search, the placement of the “or” within the range of properties can affect the search results. To ensure accurate results “or” should be used only once at the beginning of the list of properties.

Save Search

1.	Search for Contracts using the Quick Search or Advanced Search feature
2.	On the Search results page, click the Save Search icon on the right side of the screen above the Items Per Page dropdown
3.	Within the Save Your Search window, <ul style="list-style-type: none">• Enter the Name (concise name meaningful to you and others)• Enter the Description (detailed description of the search)• Check the box for Include Results if you want to save the results of your current search, not just the search parameters• Check the box for Make Public if you want to make the search available to all iCS users
4.	Click OK

Manage Saved Search

1.	Click the Search View icon (if necessary)
2.	Select the My Saved Searches or the All Saved Searches tab
3.	To run the search again, click the Search link.
4.	To view only the saved search results, click View Saved Results .
5.	To edit the search properties, click Edit .
6.	To remove a saved search, click Remove .
