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# Opmetrix Smart Search

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Quick Reference Guide

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Opmetrix Version 4.8 onwards

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## Introduction

| Device Login     | Outlets | Outlets Visited | Outlets Not Visited |
|------------------|---------|-----------------|---------------------|
| Cameron Batty    | 0       | 0               | 0                   |
| Elon Robb        | 2       | 0               | 2                   |
| Jeremy Lawson    | 23      | 0               | 23                  |
| Daniel Comber    | 31      | 0               | 31                  |
| Renee Heath      | 31      | 0               | 31                  |
| Oliver Huggins   | 31      | 0               | 31                  |
| Nate             | 31      | 0               | 31                  |
| Tony Lewis       | 31      | 0               | 31                  |
| Emily Watt       | 31      | 0               | 31                  |
| Scott Birley     | 31      | 0               | 31                  |
| Claire Boylan    | 31      | 0               | 31                  |
| David Barley     | 35      | 0               | 35                  |
| Matthew          | 36      | 0               | 36                  |
| Rodney Date      | 36      | 0               | 36                  |
| Nick Braas       | 36      | 0               | 36                  |
| Cube Demo Login  | 54      | 0               | 54                  |
| Demo             | 197     | 0               | 197                 |
| DJ Comber        | 197     | 0               | 197                 |
| Nic Neilson      | 197     | 0               | 197                 |
| Romesh Wijemanne | 197     | 1               | 196                 |
| test one         | 197     | 0               | 197                 |
| Michele          | 197     | 0               | 197                 |

Smart Search is a fast and convenient way to apply filters when using Opmatrix reports.

Rather than opening the traditional filter bar and manually selecting the required filters, Smart Search will display relevant matches of filters, as soon as you begin typing. Smart Search is great for :-

- Quickly setting dates to report on
- Finding a single outlet or product to filter
- Filtering to a specific user/device

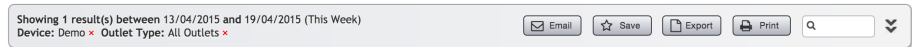
In addition to Smart Search, applied filters now show in the filter bar with the option to easily remove a filter by selecting the 'x' beside the filter name.

| Showing 1 result(s) between 13/04/2015 and 19/04/2015 (This Week) |
|-------------------------------------------------------------------|
| Device: Demo x Outlet Type: All Outlets x                         |

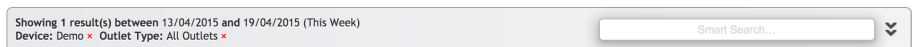
The result is adding and removing filters with ease.

## How to use Smart Search

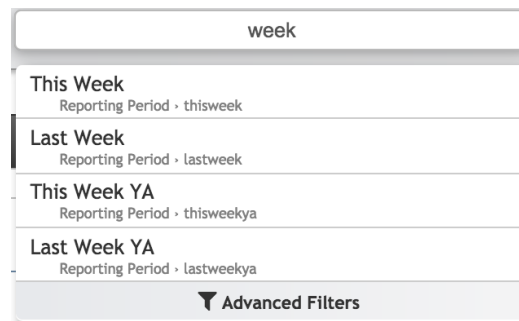
Smart search is available on all reports where there is a task bar filter.



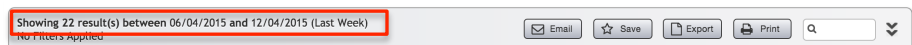
Click or tap in the search box to access the Smart Search and the smart search box opens



Type in a few letters of what you might be looking for. For example, type “week” and Smart Search displays choices to set the reporting period to this week, last week etc.



Select one of the choices and the requested filter is applied to the report.

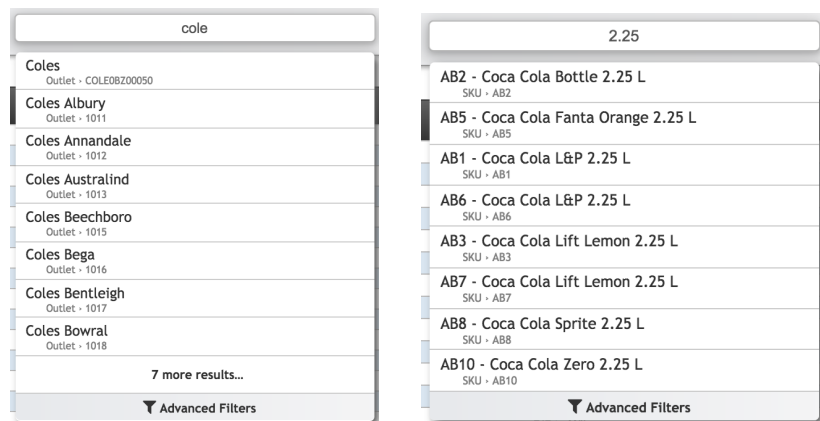


*Note:* if you prefer to use the traditional filters you can open them by clicking anywhere on the grey filter taskbar or selecting **Advanced Filters** when the smart search results display

## Useful Examples for Smart Search

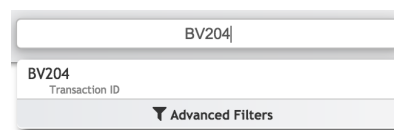
### Searching Outlets and Products

Filter to a product or customer within a report by typing part of the customer name or product name. You can also type part of the customer code or product code.



### Searching Transaction Number or References

Enter part of a transaction number or reference to instantly locate and filter to a specific transaction.



### Filter to a Staff Code

Enter a staff code or name to set a filter for that person

