

Advanced Search

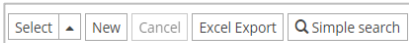
Business Purpose

Use this job aid to retrieve a list of quotes/rates based on multiple fields. This job aid will show:

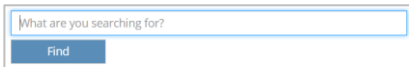
- Simple Searches
- Recent Searches
- Query Searches
- Advanced Search

1. Perform Simple Search

- a. Click **Simple Search** button.



- b. Enter quotation reference number or wildcard in the search box on home page.

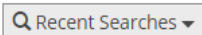


- c. Click **Find**.

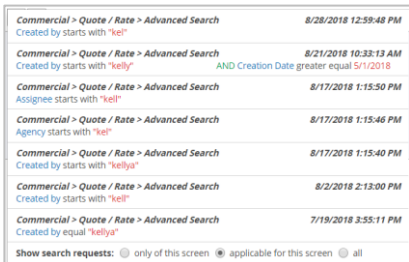


2. Perform Recent Search

- a. Select **Recent Searches** dropdown to see your previous searches.

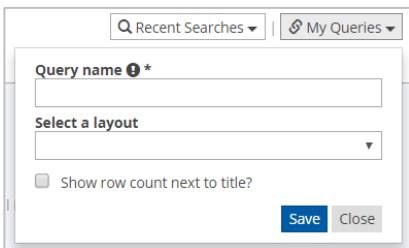


- b. Select one of the searches to perform the same search again.

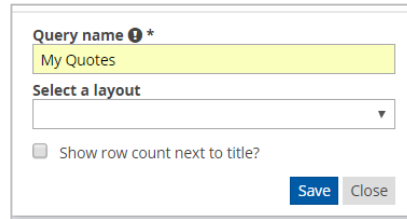


3. Create a Query

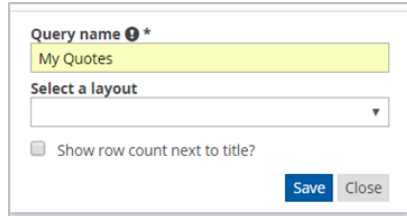
- a. Select **Add Query** dropdown to create a saved search on the home page.



- b. Enter the name you wish to identify the query with the search.

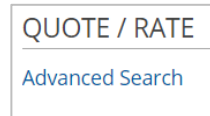


- c. Click **Save** button.

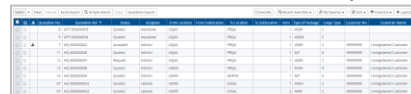


4. Use Advanced Search Features

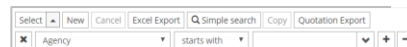
- a. Click **Advanced Search** link on the home page.



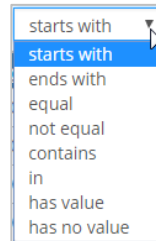
- b. Click the **Select** button to see all quotes.



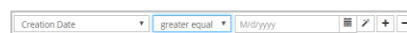
- c. Select dropdown button where it reflects agency and select field name you wish to filter.



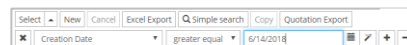
- d. Select comparison type.



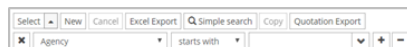
- e. Enter the value for the filter.



- f. Click **Select** to perform the Search.



- g. Click the **Select** dropdown.



- h. Select the + sign and another field will appear. Follow steps 3a – 3d.

