


## SBS 3: Searching For Specific Pages

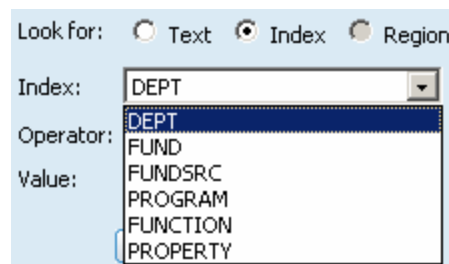
### USE TO:

- Searching specific pages within a Vista Report
- 

### Finding Desired Pages Based on Chartfield Criteria

1. Open a Vista Report (See **SBS 1.2 – Navigating Vista Plus**)
2. Once the first page of the report displays, click  at the top of the screen. To scroll through your results page by page, verify that **Extract Sub-report** is unselected.
  - a. Click [Options >>](#)
  - b. Confirm check box is unselected  Extract Sub-report:

3. To search by Chartfield, click  Index, and select the appropriate Chartfield



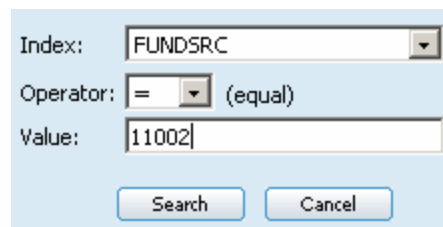
Look for:  Text  Index  Region

Index: DEPT

Operator: DEPT

Value: DEPT  
FUND  
FUNDSRC  
PROGRAM  
FUNCTION  
PROPERTY

4. Once you select the chartfield name, enter the value you are searching for:



Index: FUNDSRC

Operator: = (equal)

Value: 11002

Search Cancel

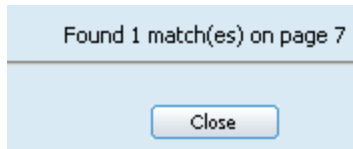
5. Click [Search](#).
6. If there is no criteria that matches your request, the following message may appear.

The request failed with the following error(s):

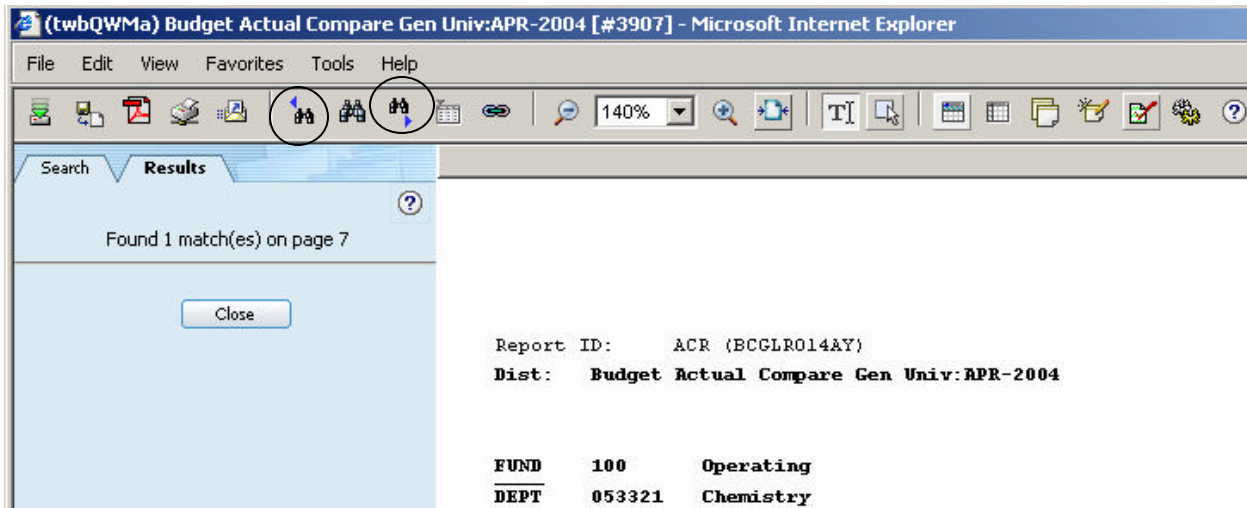
- Unable to extract view - perhaps there were no search matches.

7. Click [Close](#) and repeat steps 2-5 to try again.

8. If the search finds the page, the following message will appear




9. You can scroll from page to page by click on the find next and previous icons



### Creating Sub Reports

A sub report places the results from your search in another window, with the pages in sequential order.

10. To create a Sub-report, do the following:

- a. Click 
- b. Click [Options >>](#)
- c. Select  Extract Sub-report:
- d. Enter your criteria as described above (Steps 3 and 4)
- e. Click [Search](#).

11. The results you select will appear in a separate window as its own report

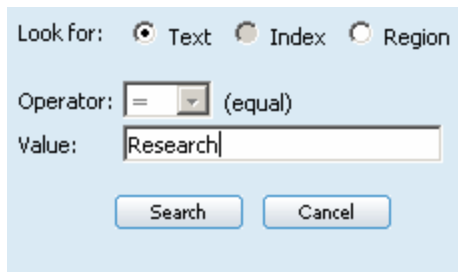
12. To print, perform steps on page 18 of this handout.

### Finding Desired Pages Based on Text Criteria

13. Open a Vista Report (Page 15 and 16)

14. Once the first page of the report displays, click  at the top of the screen.

15. To search by Text, click  Text, and enter the search text.



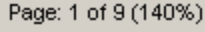
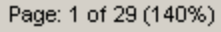
Look for:  Text  Index  Region

Operator: = (equal)

Value: Research

Search Cancel

16. Click .

17. If the Sub Report option is selected, a new window will appear with the number of pages that hold the text you were search for: example: . The original report displayed: .

18. You can scroll through this subset of pages by selecting the arrows on the lower right of screen

