



Searching

May 2012

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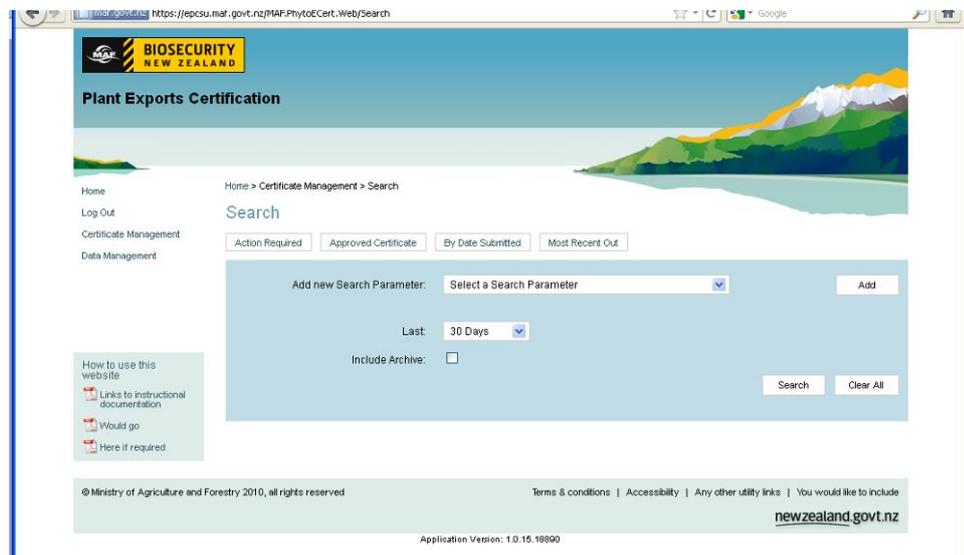
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1 Introduction

To access the search function, put your cursor on "Certificate Management", and select "Search".



This will take you to the search page.

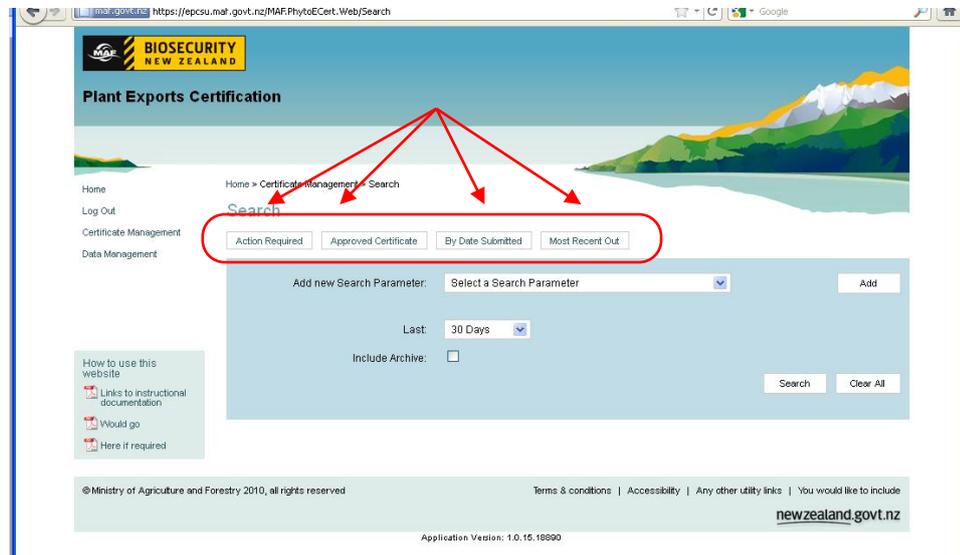


2 Quick Searches

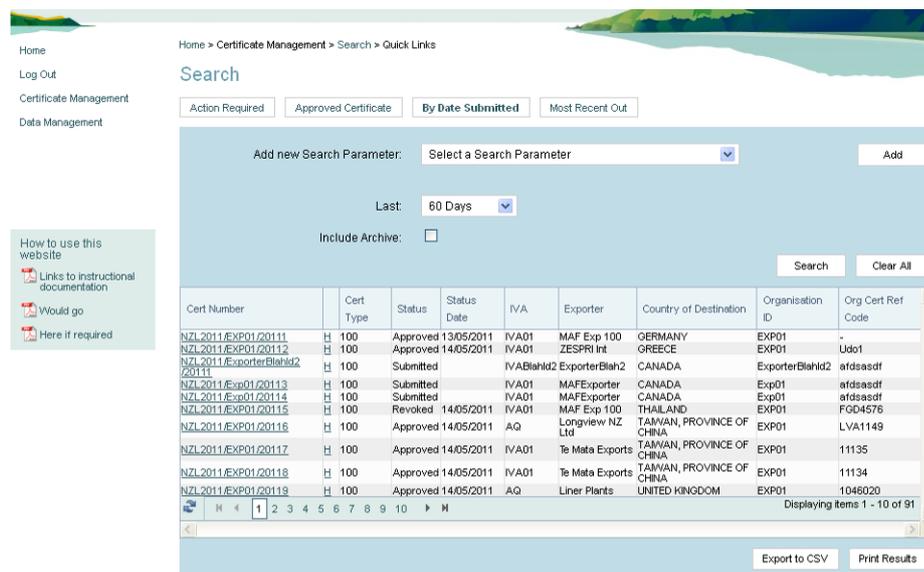
At the top are three predefined “quick searches”. These allow users to quickly perform several commonly used and useful searches. The quick searches are:

Action Required	Lists certificate requests that need some form of action by the user. It is the same search that is displayed on the main ePhyto page after you have logged on.
Approved Certificates	List certificates request that have been approved
By Date Submitted By	Lists certificate request by the date the request was first submitted. The most recent request submitted will show first.
Most Recent Out	List certificate requests that have been updated in the last 60 days (including status changes). The most recently updated request submitted will show first.

To run a quick search, click the relevant quick search button.

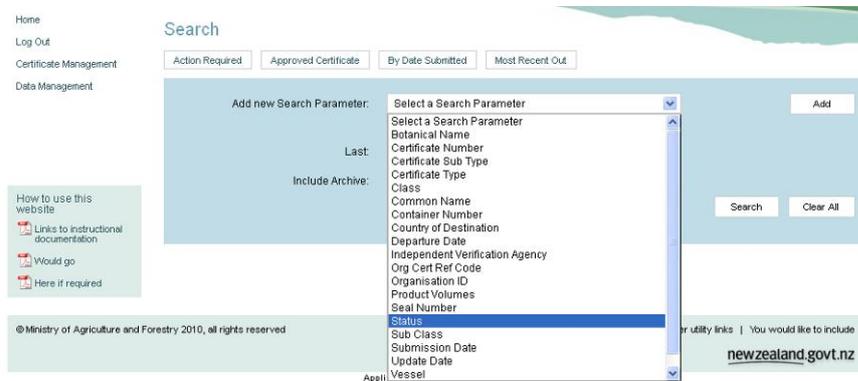


The search results will be displayed below the search set-up screen.

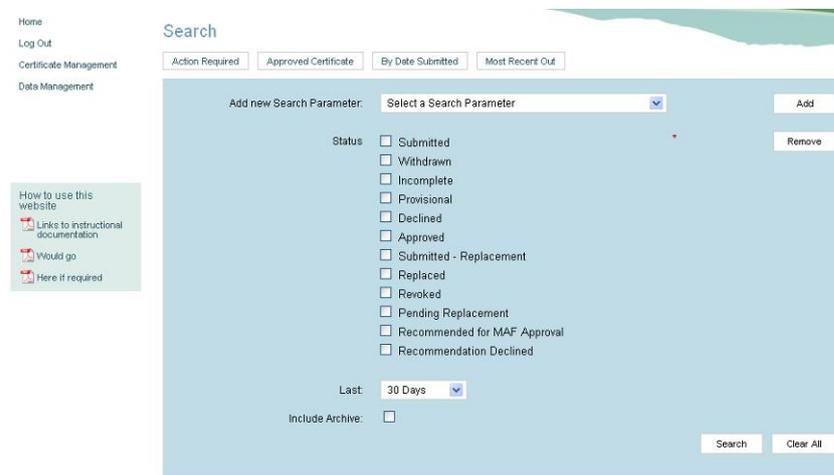


3 Custom Searches

To create a custom search, click on the list of search parameters, and select the parameter you wish to search by

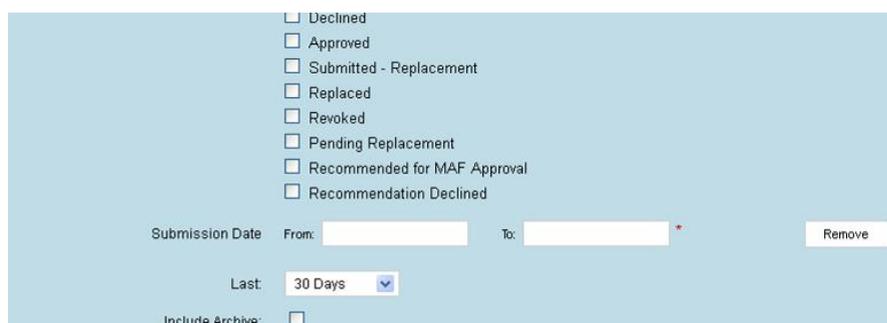


This will add the parameter to you search.

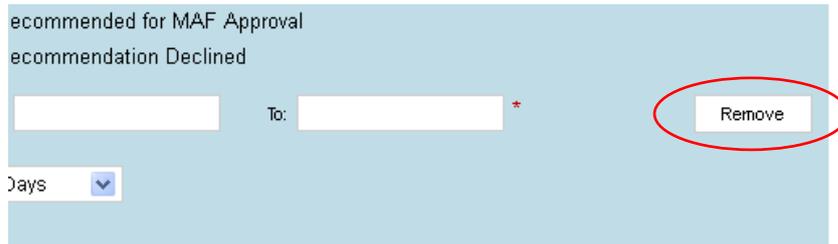


Once the parameter has been added to the search you can define the range you wish to search. The method of defining the range is specific to each parameter, and is appropriate for the aspect being searched. To see a list of all the search parameters and the method of defining the range for each, please see Appendix I Search Parameters.

To add additional search parameters, simply repeat this process until you have built up your desired search. Each additional search parameter selected will be added below the previously selected parameter.



To remove a search parameter, click “Remove” next to the parameter you wish to delete from the search.



To clear all the search parameters and the search results, click “Clear All” in the lower right-hand corner of the search set-up screen. This will also clear the search results.



NOTE:
This will not remove any data associated with this parameter in the search results if you have already run a search. You will need to re-run the search to update the search results.

In addition to the search parameters, there are two other variables that can be used to refine search results. The first is “Last”, which allows the search to be limited to certificate requests updated within a certain timeframe. These can be limited to (“Anytime”), certificate requests updated within the last 14, 30 or 60 days, or certificates updated in the year to date from 1 January (“Year To”).

The default limit is for certificates updated in the last 30 days. To select another option click on the dropdown box next to “Last” and select the relevant option



The second is “Include Archive”, which allows the user to search archived certificates in addition to active certificates. To include archived certificates in the search range, tick the box next to Include Archive



NOTE:

Certificates are archived automatically 12 months after being last updated, therefore there will be no archived certificates for at least 12 months after ePhyto is introduced. If you need to search for a certificate in the Phyto e-cert system, please contact MPI Plant Exports.

Certificates that have been updated within 12 months' of the day the search is performed are considered active, and will automatically be picked up by search.

Once you defined the search, click "Search" in the lower right-hand corner of the search set-up screen



The screenshot shows a search configuration interface. On the left, there is a 'Last:' label followed by a dropdown menu currently set to '30 Days'. Below that is an 'Archive:' label followed by an unchecked checkbox. On the right side of the interface, there are two buttons: 'Search' and 'Clear All'. The 'Search' button is highlighted with a red circle.

This will run the search query and return the results below the search set-up screen.

To Re-run search, click Search again, and this will update the search results based on any changes to the search parameters.

4 Exporting Search results

With both predefined and custom searches, there is the option to export the results to a CSV (Comma Separated Value) file, which can be opened and modified in a spreadsheet programme such as Excel. There is also the ability to export the results as a PDF, which can then be saved or printed.

To export the search results to a CSV file, click Export to CSV, at the lower right-hand corner of the search results

NZL2011.EXP01.20117	100	Pending Replacement	24/05/2011	IVA01	Te Mata Exports	TAIWAN, PROVINCE OF CHINA	EXP01	11135
NZL2011.EXP01.20118	H 100	Approved	14/05/2011	IVA01	Te Mata Exports	TAIWAN, PROVINCE OF CHINA	EXP01	11134
NZL2011.EXP01.20119	H 100	Approved	14/05/2011	AQ	Liner Plants	UNITED KINGDOM	EXP01	1046020

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Export to CSV Print Results

This will bring up a file management box, allowing you to save the CSV file to the most convenient location on your computer

To export the search results to a PDF file, click Print Results, at the lower right-hand corner of the search results

NZL2011.EXP01.20117	100	Pending Replacement	24/05/2011	IVA01	Te Mata Exports	TAIWAN, PROVINCE OF CHINA	EXP01	11135
NZL2011.EXP01.20118	H 100	Approved	14/05/2011	IVA01	Te Mata Exports	TAIWAN, PROVINCE OF CHINA	EXP01	11134
NZL2011.EXP01.20119	H 100	Approved	14/05/2011	AQ	Liner Plants	UNITED KINGDOM	EXP01	1046020

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Export to CSV Print Results

This will create a PDF of the search results that can be either printed or saved to your computer.

5 Appendix I Search parameters

To be completed once layout in finalised