



Contract Director: Global Search

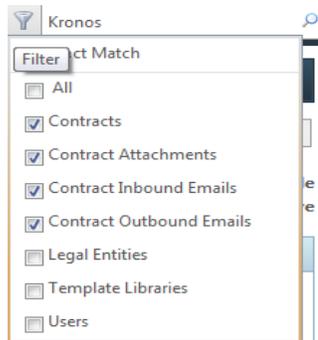
SEARCH OVERVIEW

- Use the search filter ( Search...) from the upper right corner of the screen to choose which areas of Contract Director to search
- Use wildcards, Boolean operators, and global search options (see below) to refine the search criteria.

Once you enter search criteria and click the search icon (), a list of records with information that matches the search criteria is listed in a results screen. You will only see records that you have access to – you must have at least View permissions for the area you are searching before you will be able to see search results from that area. Click on a link in the search results to open the associated screen or record.

GLOBAL SEARCH FILTER OPTION

- Exact Match – Select to require that only search results that are an exact match to the entered search term are returned.
- All – Select to search all areas listed. All is selected by default. Remove the check mark next to All to enable selection of individual areas.
- Contracts – Searches contracts, including contract document text.
- Contract Attachments – If selected, contract attachment text is included in the search. If not selected, the application searches header fields only.
- Contract Inbound Emails – If selected, emails received by Contract Director are included in the search.
- Contract Outbound Emails – If selected, emails sent from Contract Director are included in the search.
- Legal Entities – Searches the legal entities area.



- Template Libraries – Searches templates and library groups, including template or library group document text.
- Users – Searches user records.

GLOBAL SEARCH WILDCARDS

Symbol	What It Does	Examples	
		Items Entered	Results Returned
?	Single character wildcard search. Searches for items where one character can replace the wildcard character	0000-?	Results that contain "0000-19", "0000-29", "0000-39", etc.
*	Multiple character wildcard search. Searches for items where any number of characters can replace the wildcard character	Cont*s	Results that contain "contracts," "contractors," "controls," etc.
~	Fuzzy searches. Returns exact and similar terms	Contact~	Results that contain "Contact," "Contract," and similar terms.
^#	Boosting a term. Returns results for any entered term, but gives boosted term greater priority by the factor entered as the boost number	Confidentiality^6 Agreement	Results that contain "Confidentiality" or "Agreement," with "Confidentiality" given higher priority in the list of results by a factor of 6.

()	Grouping. Used to group search terms	(Termination OR Sales) and Contract	Results that contain "Contract" and either "Termination" or "Sales."
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- Note: Wildcard symbols (? * ~ ^) cannot be used as the first character of a search.
- Note: For Global Search and text search options, special characters are dedicated for searching, and if they are included as part of a search term or phrase, they will skew search results. These characters are: + - && | ! () { } [] ^ " ~ * ? : \. To work around this, enter a backslash before the character, e.g., to find the phrase How are you?, put a backslash before the question mark, e.g., How are you\?.

GLOBAL SEARCH BOOLEAN OPERATORS

Symbol	What It Does	Examples	
		Items Entered	Results Returned
AND	Returns any items containing both terms	Contract AND Termination	Results that contain both "Contract" and "Termination."
+	Includes items if the term directly after the symbol is in the associated document. Same as AND	+Procurement Standard	Results that contain "Procurement," and may contain "Standard."
OR	Returns any items containing any of the terms	Sourcing OR Consulting	Results that contain either "Sourcing" or "Consulting."
NOT	Excludes items that contain the term after the operator	Contract NOT Sourcing	Results that contain "Contract" but not "Sourcing."
-	Excludes items if the term directly after the symbol is in the associated document. Same as NOT	Procurement - Standard	Results that contain "Procurement" but not "Standard."

Note: AND, OR and NOT operators must be in all caps. OR is the default operator. If no operator is entered between terms, it will be applied.

STEP-BY-STEP SEARCH

- Click in the Global Search field (top right section) from anywhere in Contract Director.
- (optional) Select the areas of Contract Director that you want to search by clicking the filter icon () on the left side of the Global Search field and selecting the checkboxes next to the areas to search. Note: All is selected by default. Remove the check mark next to All to enable selection of individual areas.
- Enter a word or phrase to search for the Search field. Use wildcards, Boolean operators and other global search operators to refine search criteria.
- Click the Search icon () on the right side of the search field to execute the search.
- Items matching the search criteria are listed in the Global Search results screen.

Home ▾ Contracts ▾ Document Configuration ▾ Administration ▾ Configuration ▾

Global Search ?

33 results for "Kronos"

Kronos
Kronos
Is Activated Yes
Business Relationships

0000000026

1.Consent. I, the undersigned, hereby grant to **Kronos** Incorporated, its affiliates, agents, successors a throughout the world to: (i) record, photograph, and/or memorialize by any method or means what's picture, silhouette and other reproduction of my voice and likeness (collectively, the "Work"); and (ii)

Vendor Kronos
Contract Type Consultant/Vendor Agreement
Contract Manager Contract Manager

Starts On Date Monday, February 16, 2015
Ends On Date Tuesday, February 17, 2015
Amendment Number 0

[Contract Attachments](#) • [Contract Notes](#)