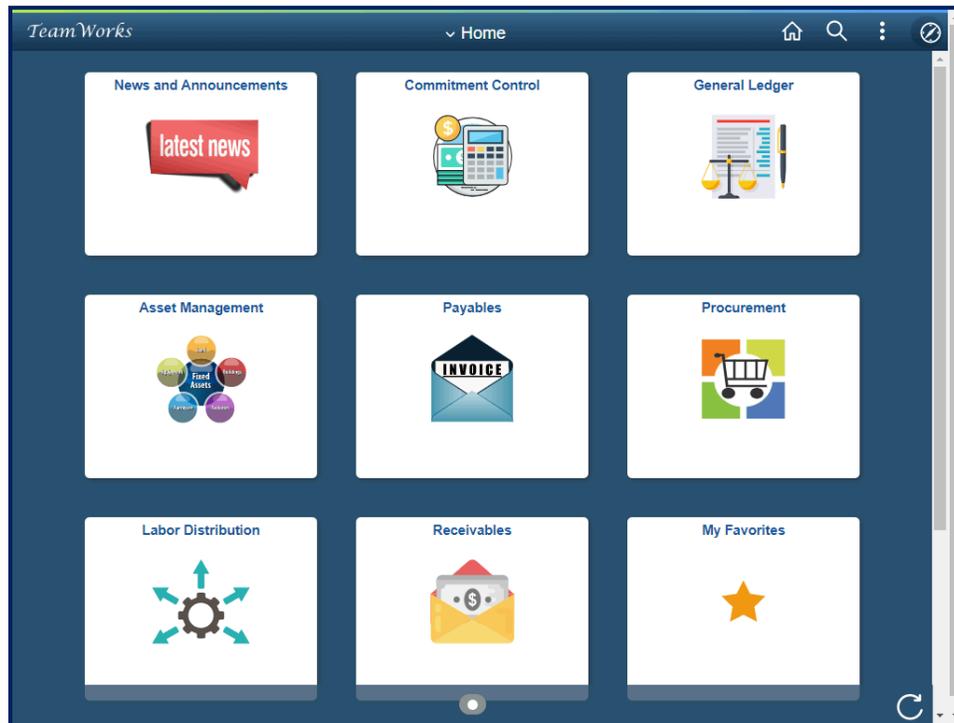
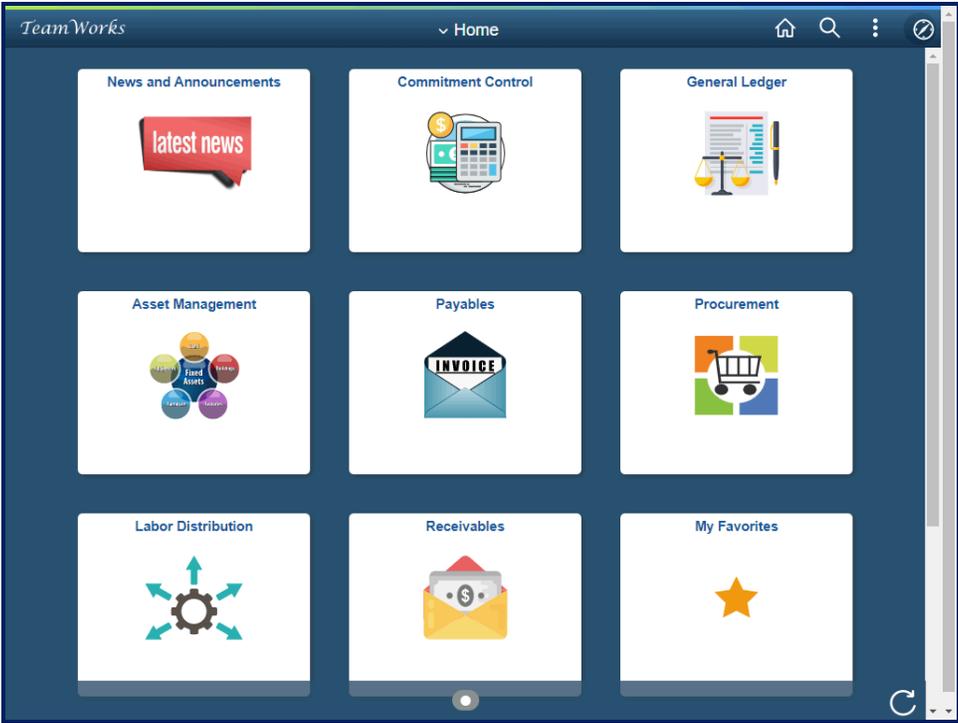


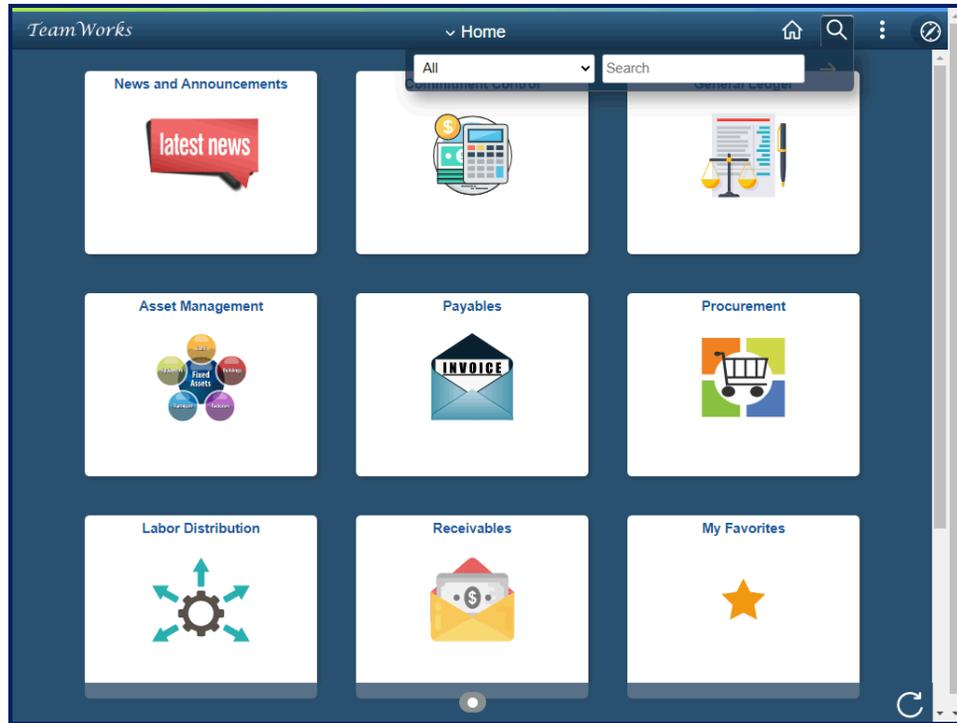
Using Elasticsearch - Asset Management - Global Search

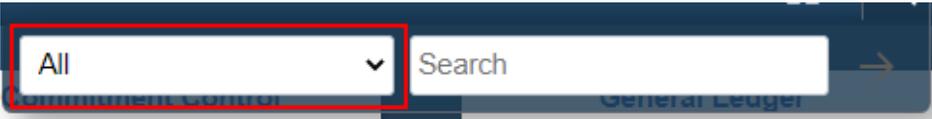


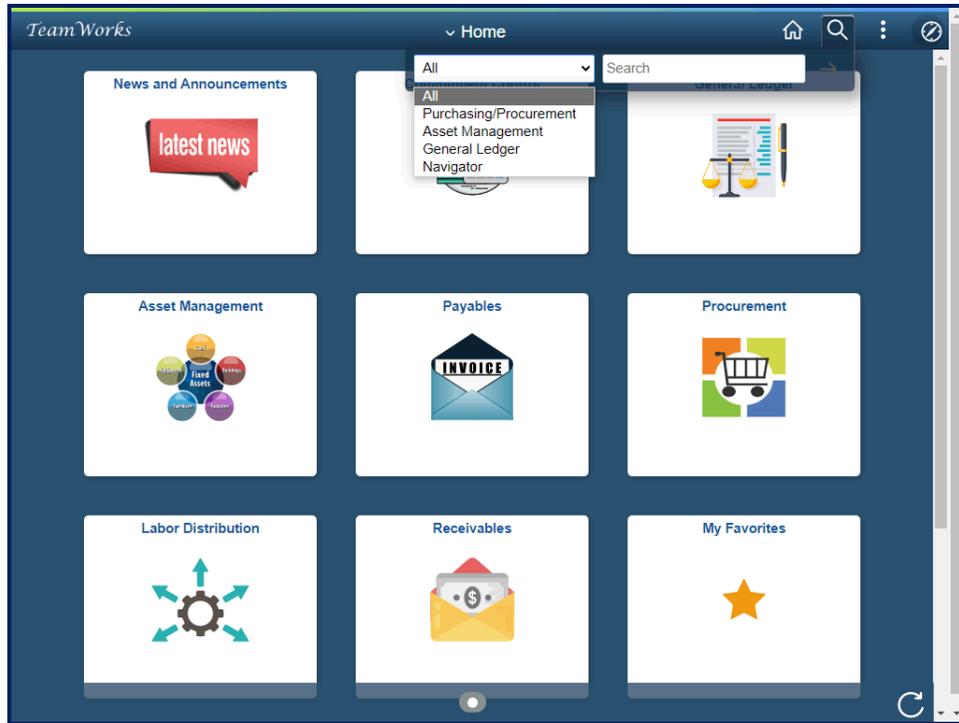
Step	Action
1.	<p>Elasticsearch is an open-source search engine used for the PeopleSoft Search Framework. This new functionality is designed to assist users the functionality to search for values, documents, forms etc. within an individual PeopleSoft module or across various PeopleSoft models based on their security access.</p> <p>When using this new asset management information functionality, after typing in a particular word search, the system displays values the appropriate values. This can be helpful when searching for a large set of terms or values. Elasticsearch can be used using a Keyword Search or a global search. Keyword Search allows users to search with an individual PeopleSoft module whereas global search allow users to search across various PeopleSoft modules based on security access.</p>

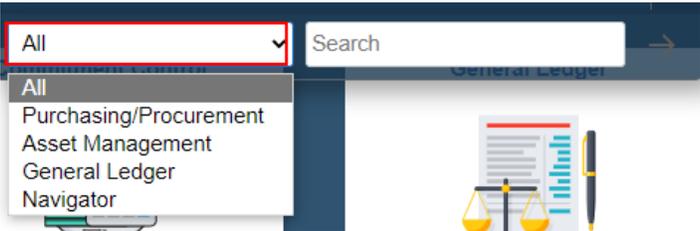


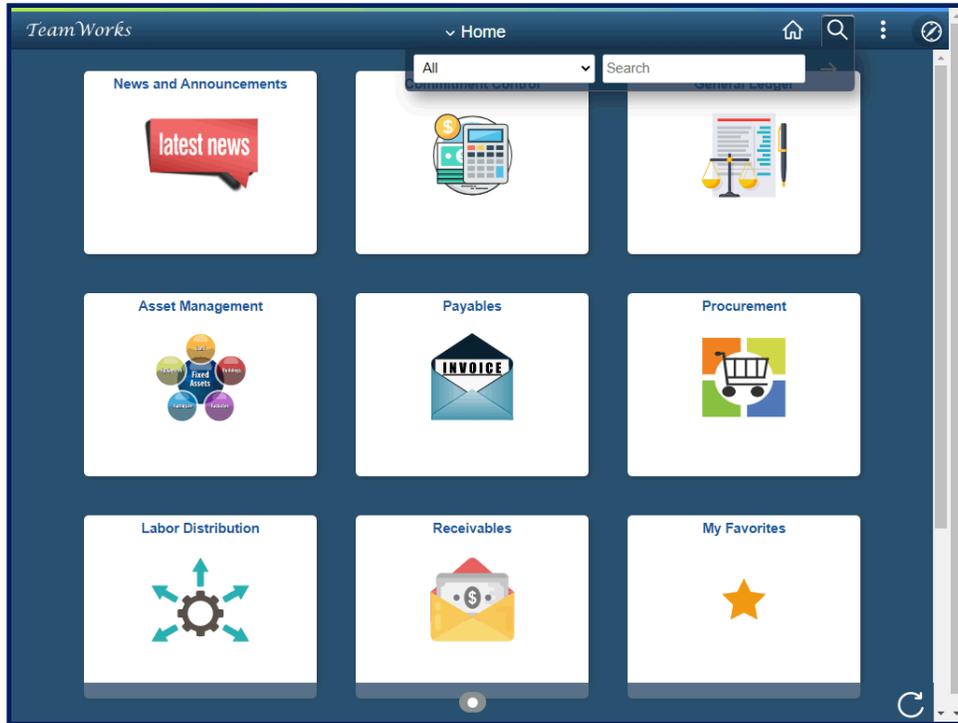
Step	Action
2.	From the Home page, click the Search button. 



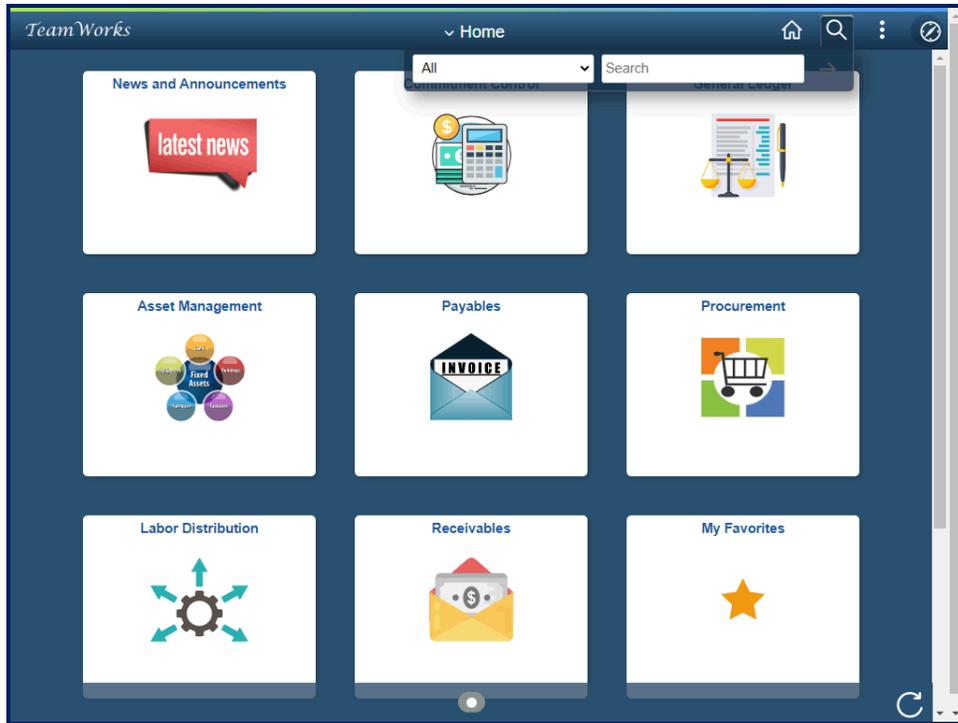
Step	Action
3.	<p>Note: Users are able to perform a global search for specific PeopleSoft models based on their security access.</p> <p>Click the Search list.</p> 



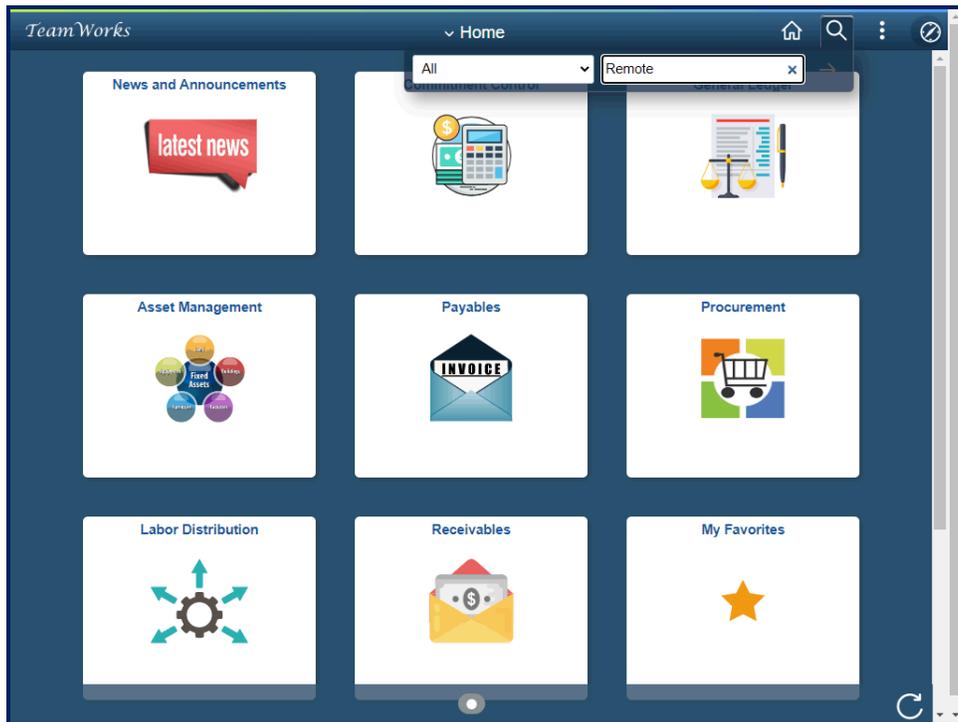
Step	Action
4.	<p>Users have the option to perform the following search options, All modules, Purchasing/Procurement, Asset Management, General Ledger and Navigator.</p> <p>Click the Search list.</p> 



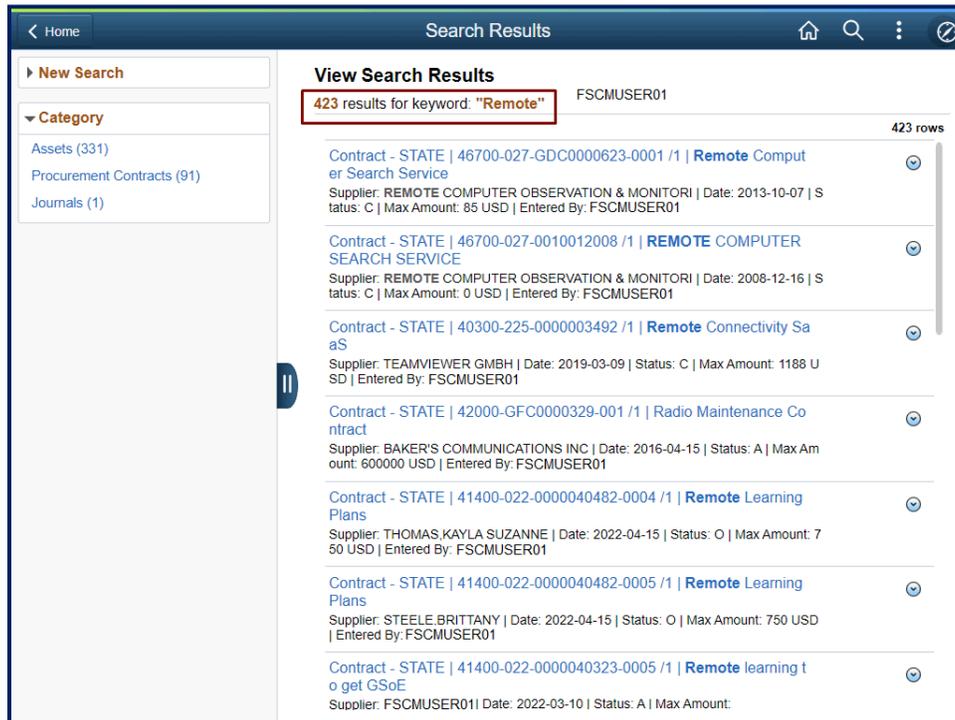
Step	Action
5.	<p>For this example, let's perform a search for "All" modules.</p> <p>Click in the Search field.</p> <div data-bbox="365 1134 803 1213" style="border: 1px solid black; padding: 2px;"> <input type="text" value="Search"/> </div>



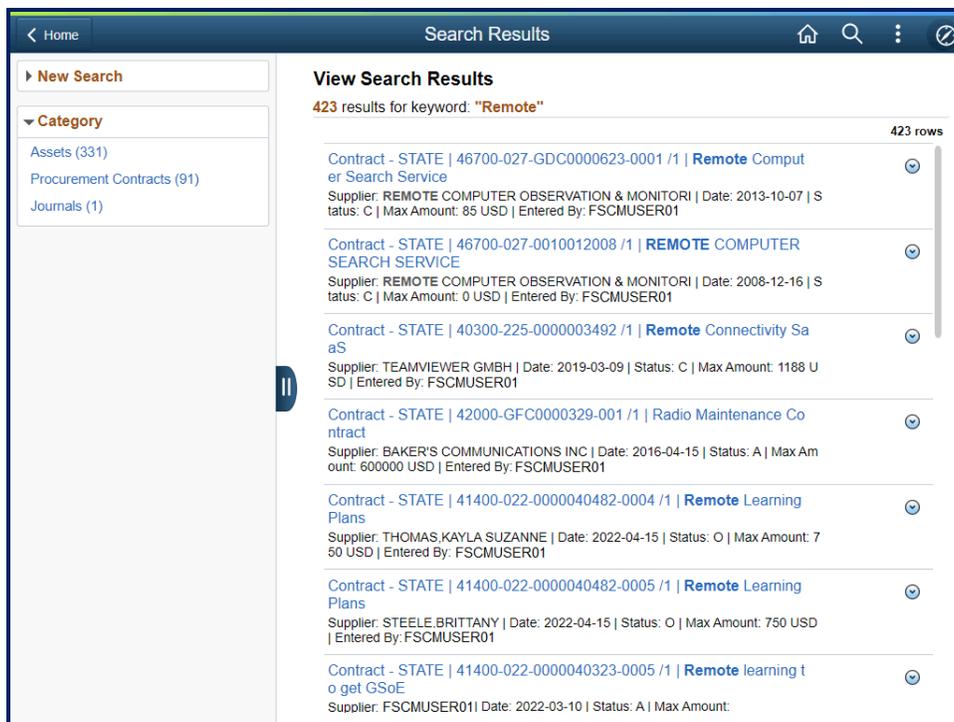
Step	Action
6.	Enter the appropriate information into the Search field. For this example, type Remote .



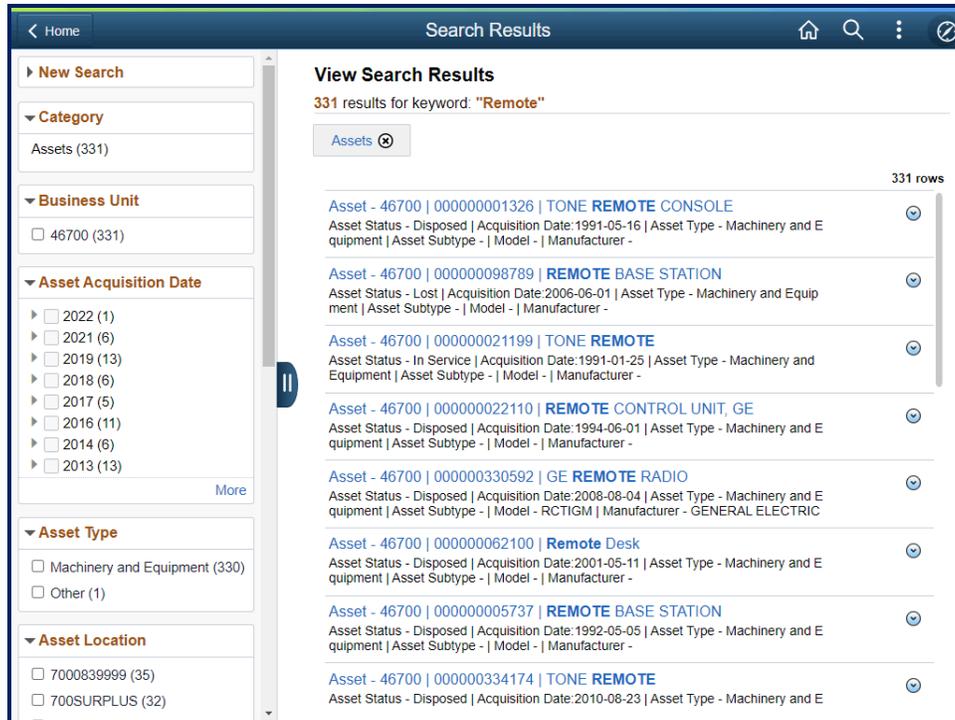
Step	Action
7.	Click the Enter link. 



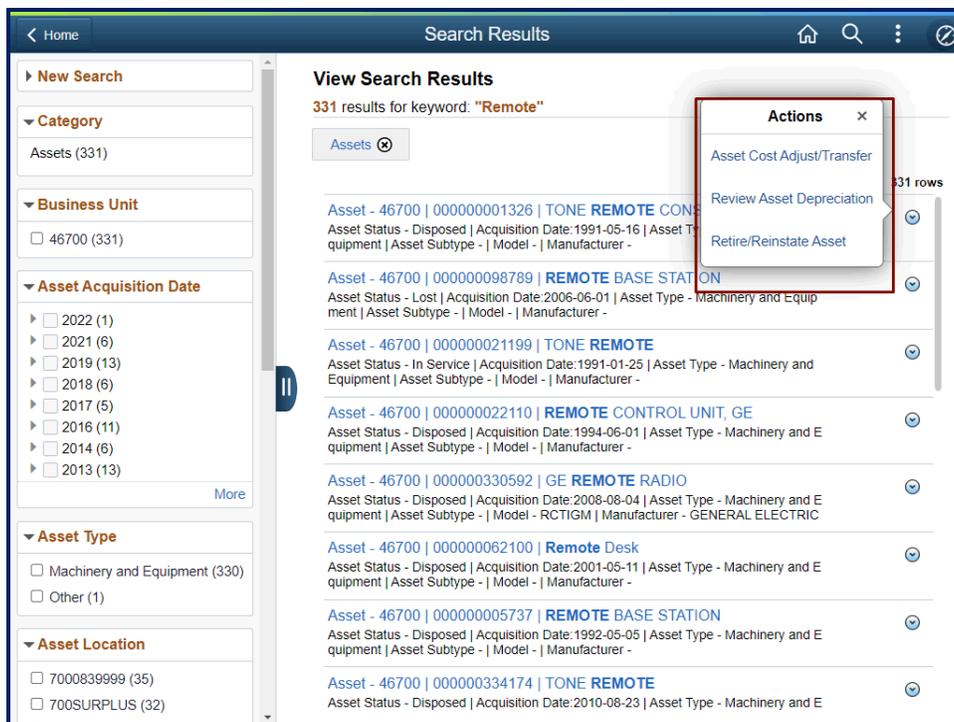
Step	Action
8.	Based upon the user's Peoplesoft security access, the system displays the search results for Procurement, Asset Management and General Ledger modules. For this example, the system displays 423 search results. Users can use various options to narrow the search results.

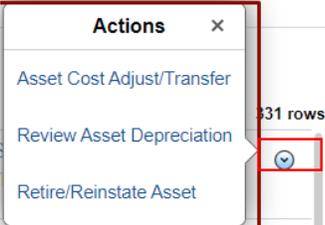


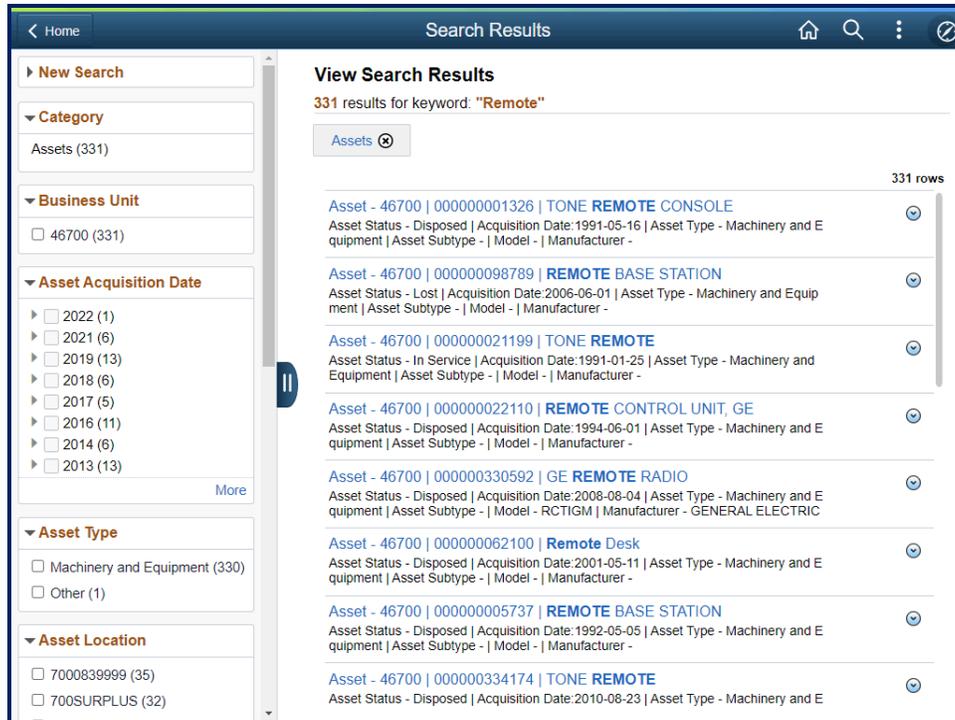
Step	Action
9.	<p>Notice the Category section. For the example, the user has the option to narrow the search results based on Assets, Procurement Contracts and Journals.</p> <p>For this example, the system is showing 331 search results for Assets.</p> <p>Click the Assets (331) link.</p> <div data-bbox="363 1230 837 1457" style="border: 1px solid #ccc; padding: 5px;"> <p>▼ Category</p> <p>Assets (331)</p> <p>Procurement Contracts (91)</p> <p>Journals (1)</p> </div>



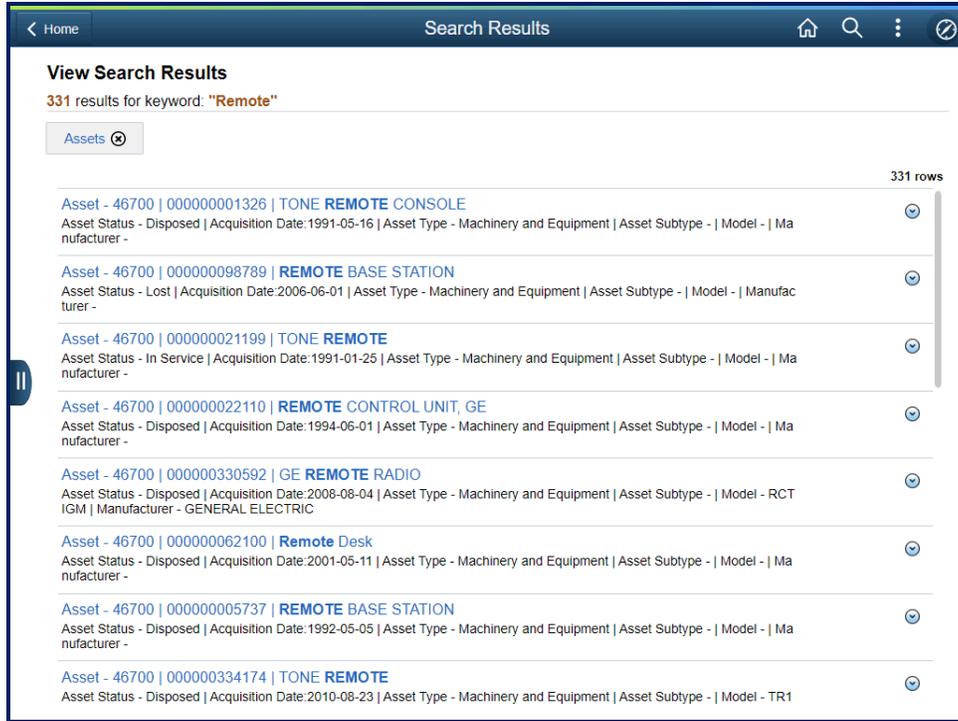
Step	Action
10.	<p>Let's first look at the Actions options to narrow the search results.</p> <p>Click the Actions list options.</p> 



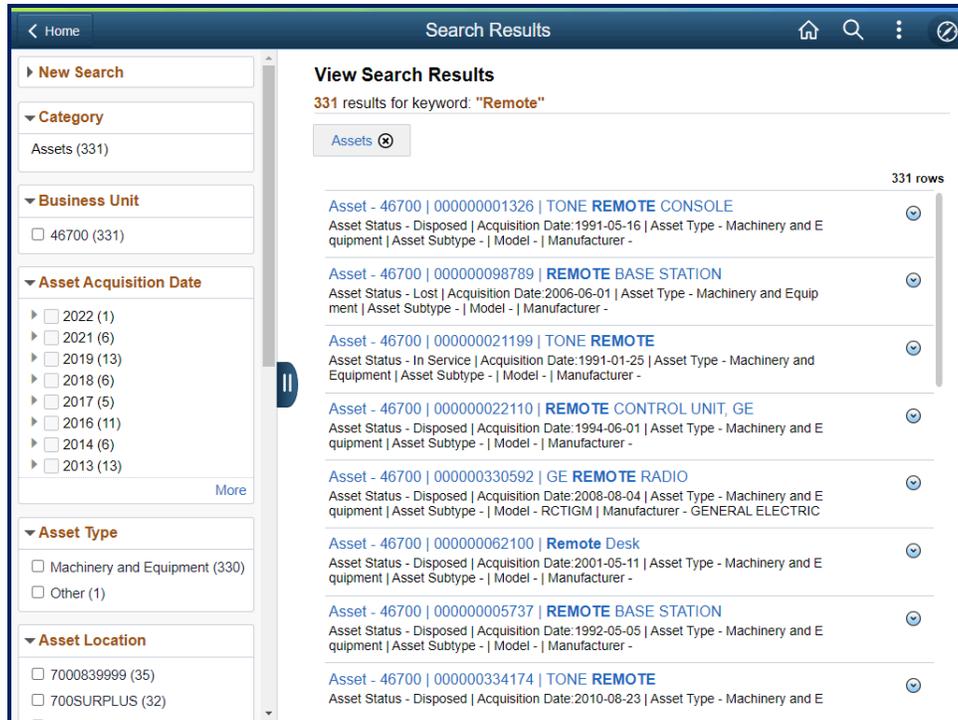
Step	Action
11.	<p>Note: From the Actions dialog box, users can Asset Cost Adjust/Transfer, Review Asset Depreciation and Retire/Reinstate Asset.</p> <p>Click the Actions list.</p> 



Step	Action
12.	Click the Double Line button to collapse the left navigation pane. 



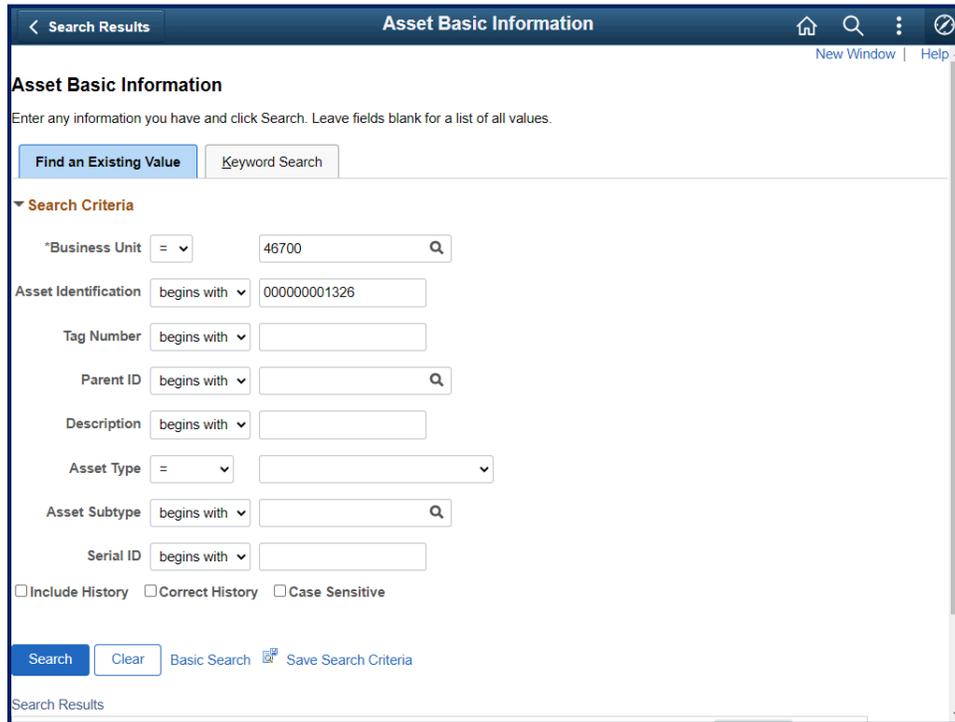
Step	Action
13.	<p>This view allows the user to view more information on the page.</p> <p>Click the Double Line button to return the left navigation pane.</p> 



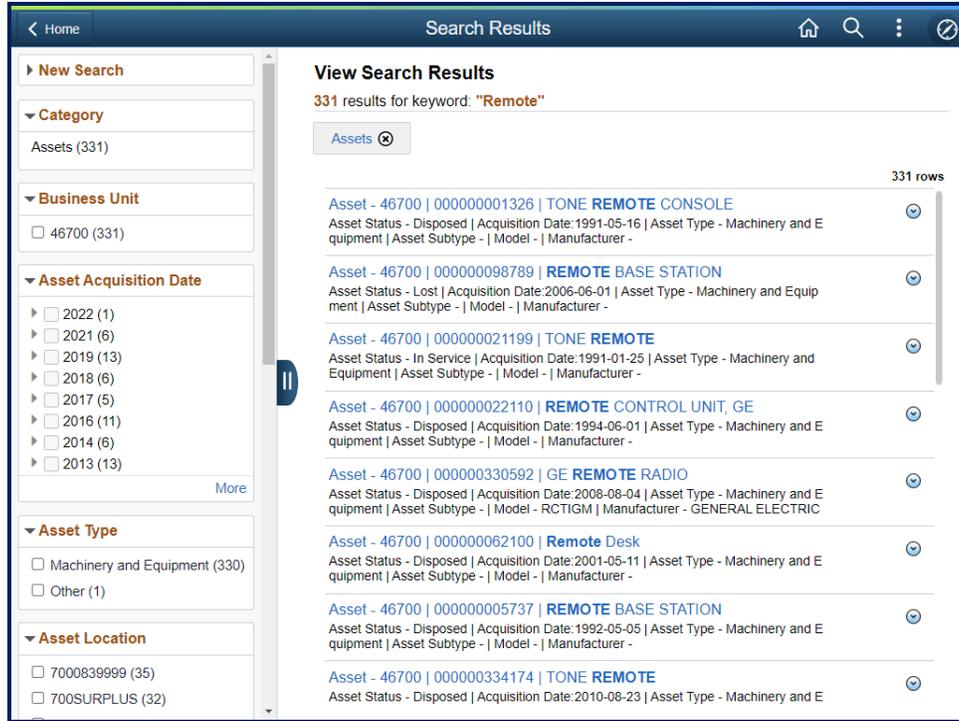
Step	Action
14.	<p>To view a search result item, select the appropriate item from the list.</p> <p>For this example, click the Asset - 46700 - 000000001326 link.</p> <div data-bbox="370 1129 1295 1234" style="border: 1px solid black; padding: 5px;"> <p>Asset - 46700 000000001326 TONE REMOTE CONSOLE</p> <p>Asset Status - Disposed Acquisition Date:1991-05-16 Asset Type - Machinery and Equipment Asset Subtype - Model - Manufacturer -</p> </div>

Step	Action
15.	Click the Vertical scrollbar to view more information on the selected search result item.

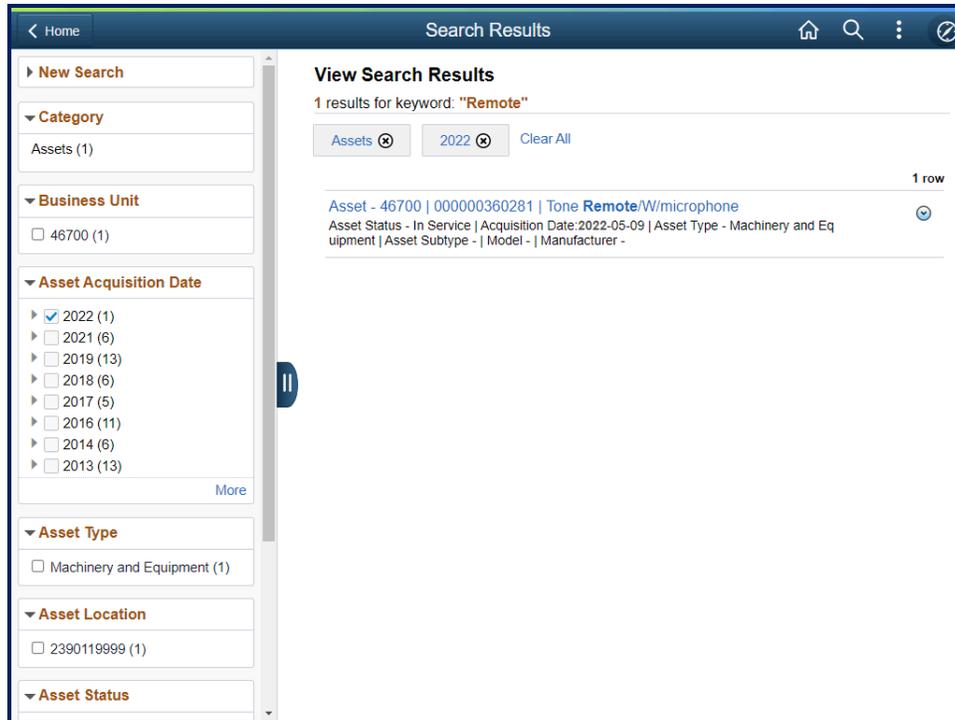
Step	Action
16.	Click the Return to Search button. <div style="border: 1px solid black; padding: 10px; margin: 10px auto; width: fit-content;"> Return to Search </div>



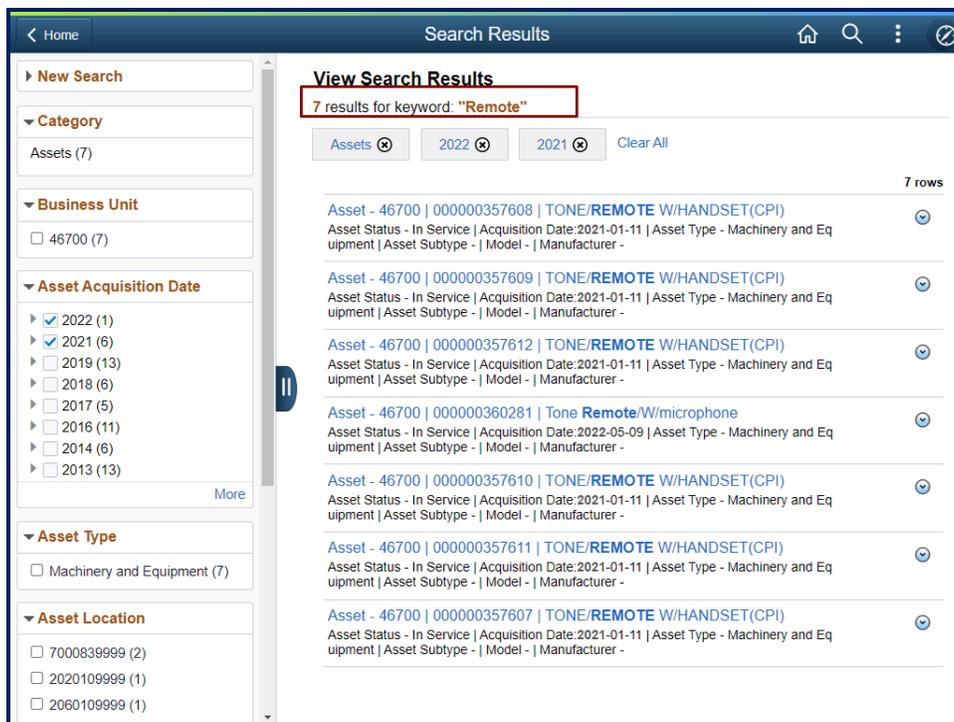
Step	Action
17.	To return to the original search result list, click the Search Results button. <div style="border: 1px solid black; padding: 10px; margin: 10px auto; width: fit-content; background-color: #2c5e8c; color: white; text-align: center;"> < Search Results </div>



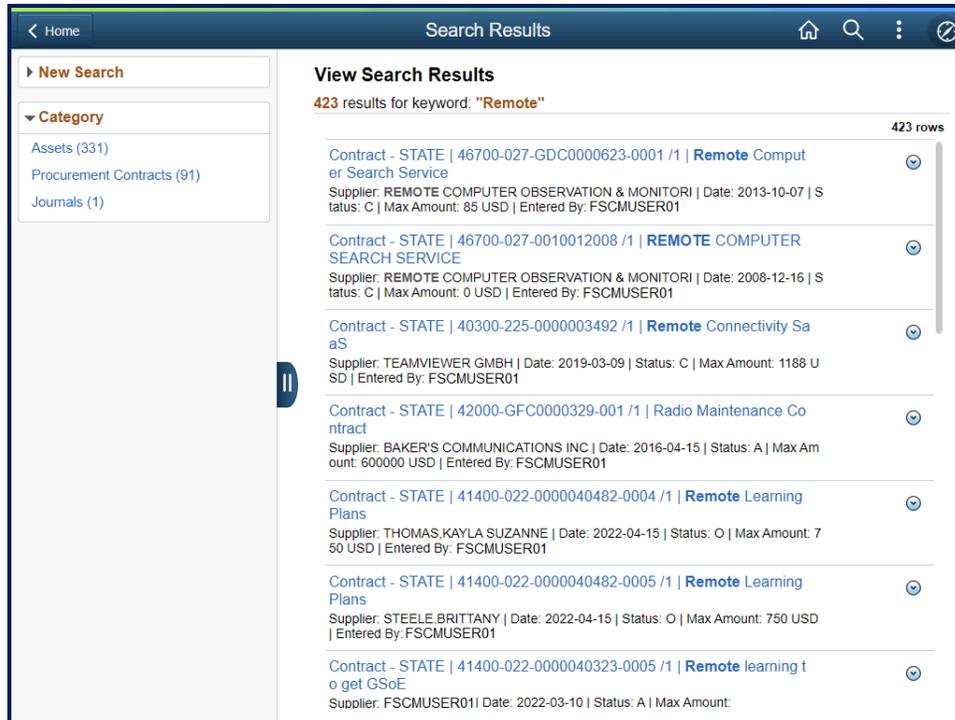
Step	Action
18.	<p>Now let's take a look at other options to further narrow the search.</p> <p>For this example, let's narrow the search results based on the Asset Acquisition Date.</p> <p>Click the 2022 (1) link.</p> 



Step	Action
19.	<p>For this example, let's select another asset acquisition date option.</p> <p>Click the 2021 (6) link.</p> <div data-bbox="370 1129 662 1360" style="border: 1px solid gray; padding: 5px;"> <p>▼ Asset Acquisition Date</p> <ul style="list-style-type: none"> ▶ <input checked="" type="checkbox"/> 2022 (1) ▶ <input type="checkbox"/> 2021 (6) ▶ <input type="checkbox"/> 2019 (13) ▶ <input type="checkbox"/> 2018 (6) ▶ <input type="checkbox"/> 2017 (5) ▶ <input type="checkbox"/> 2016 (11) ▶ <input type="checkbox"/> 2014 (6) </div>



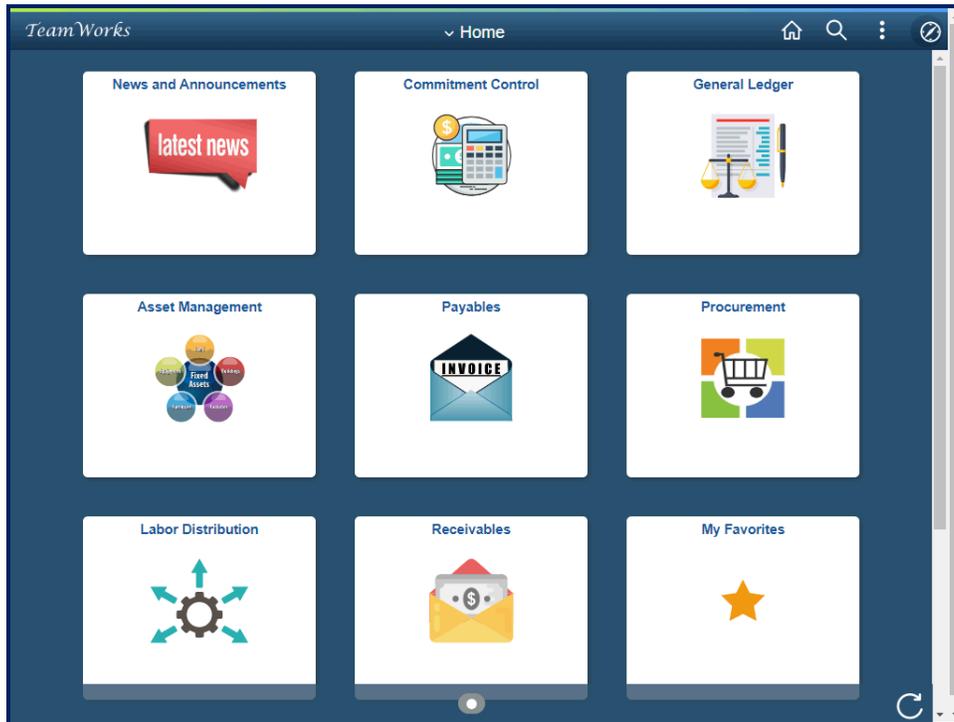
Step	Action
20.	<p>Notice the system now displays the search results based on the asset acquisition dates of 2022 and 2021.</p> <p>Now the system is displaying all search results for 2022 and 2021.</p> <p>Click the Clear All link.</p> <p>Clear All</p>



Step	Action
21.	<p>Notice now once all the filters are clear. The system returns to the original 423 search result list items.</p> <p>Click the Home button to return to the Home Page.</p> 

Step	Action
22.	If applicable, click the Home button to perform a new global search.

Step	Action
23.	<p>For this example, no additional term(s) will be searched.</p> <p>Click the Home button to return to the Home Page.</p> 



Step	Action
24.	<p>Congratulations! You have completed Using Elasticsearch - Asset Management - Global Search.</p> <p>End of Procedure.</p>