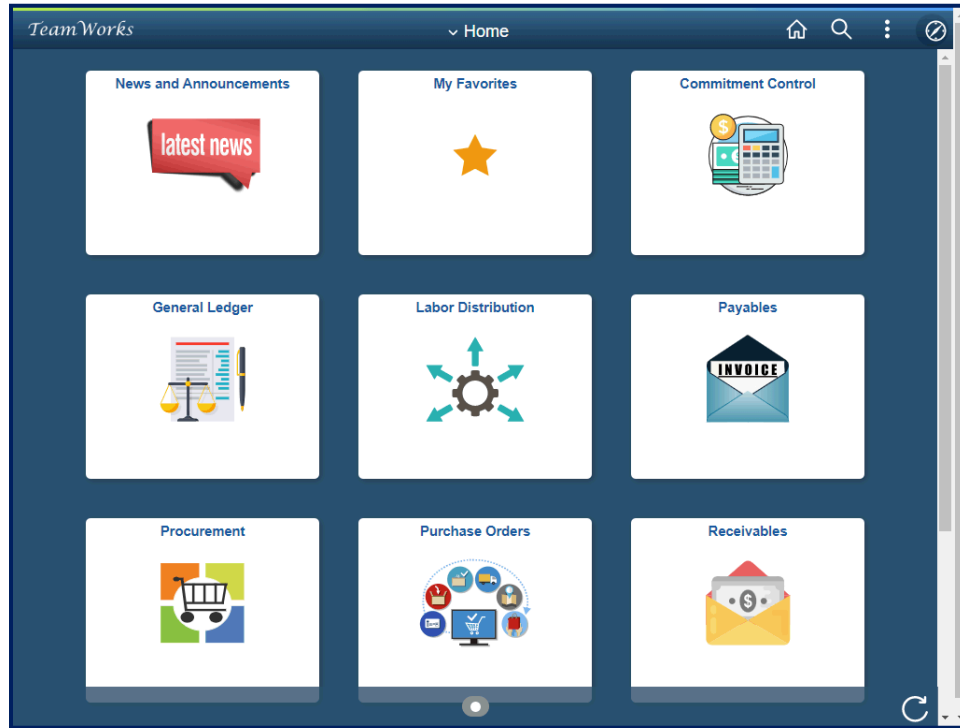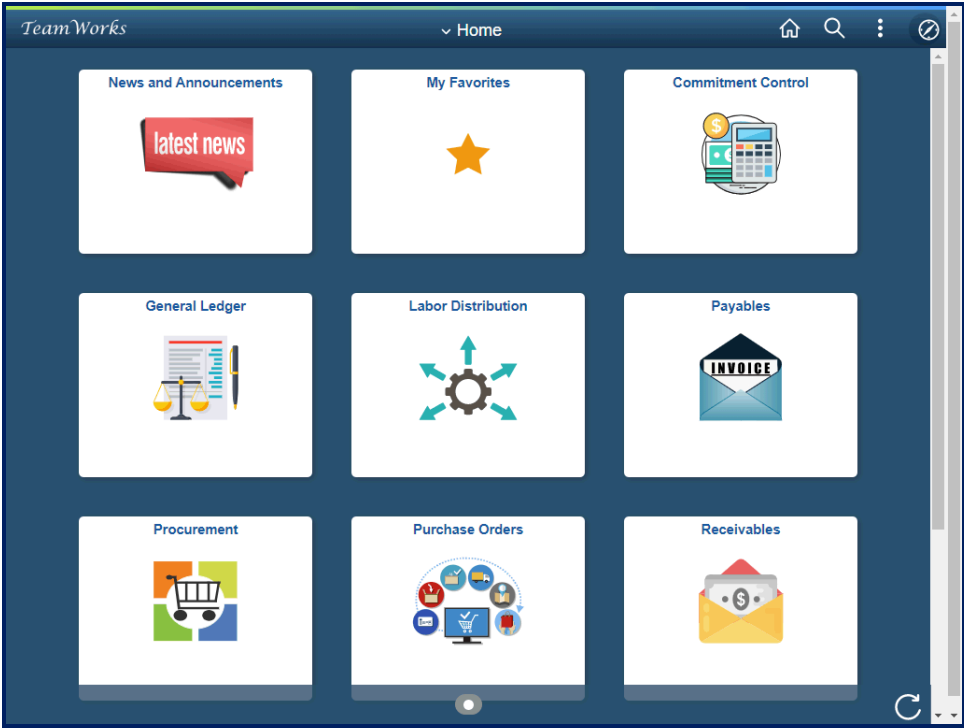# Using Elasticsearch - General Ledger - Global Search

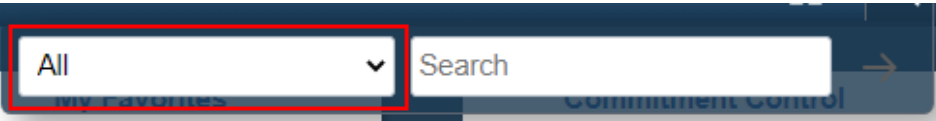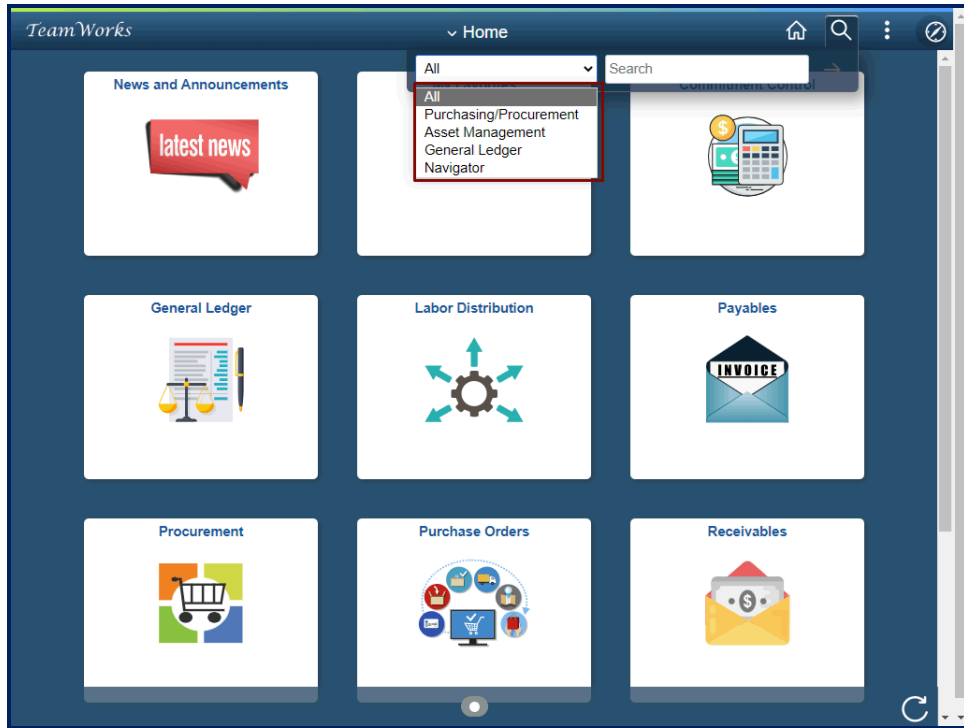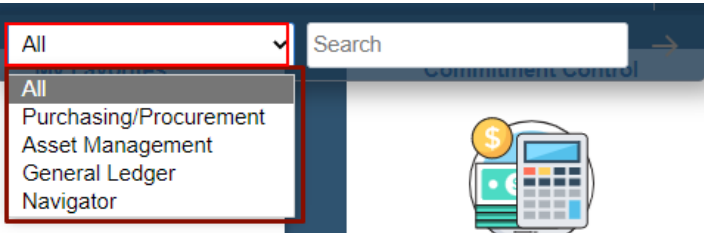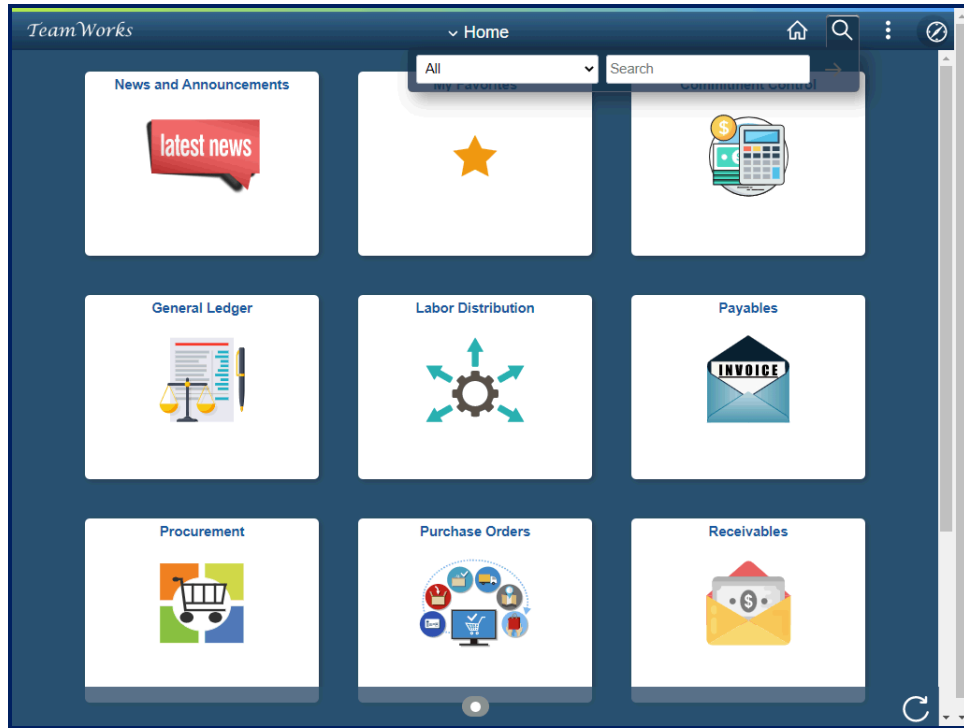| Step	Action
1.	Elasticsearch is an open-source search engine used for the PeopleSoft Search Framework. This new functionality is designed to assist users the functionality to search for values, documents, forms etc. within an individual PeopleSoft module or across various PeopleSoft models based on their security access. When using the new journal entry page 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.

Job Aid

Step	Action
2.	From the Home page, click the **Search** button.
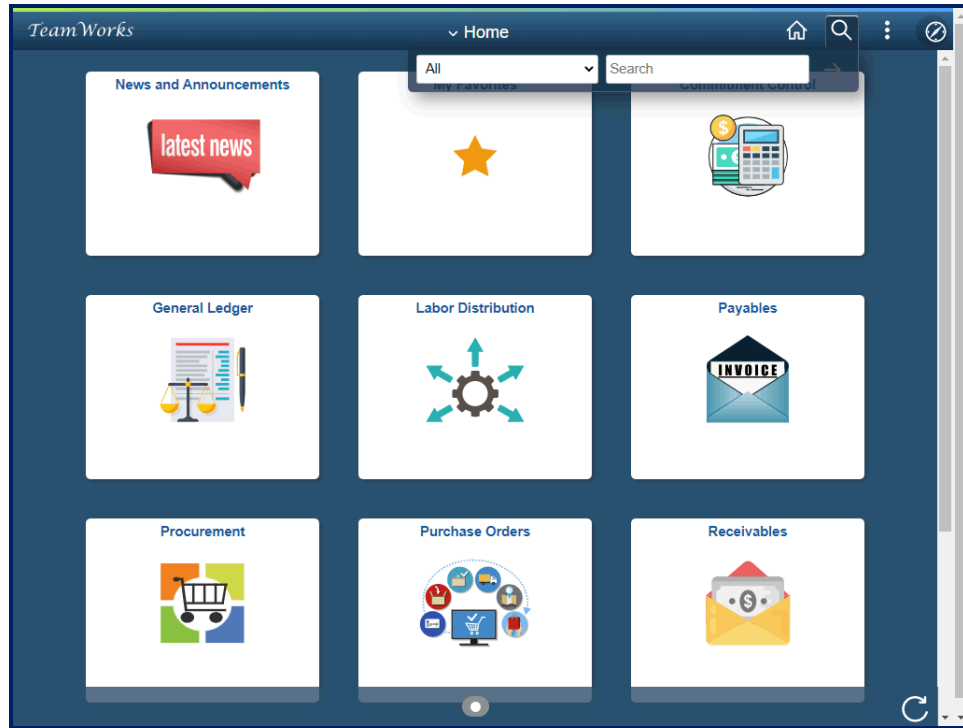
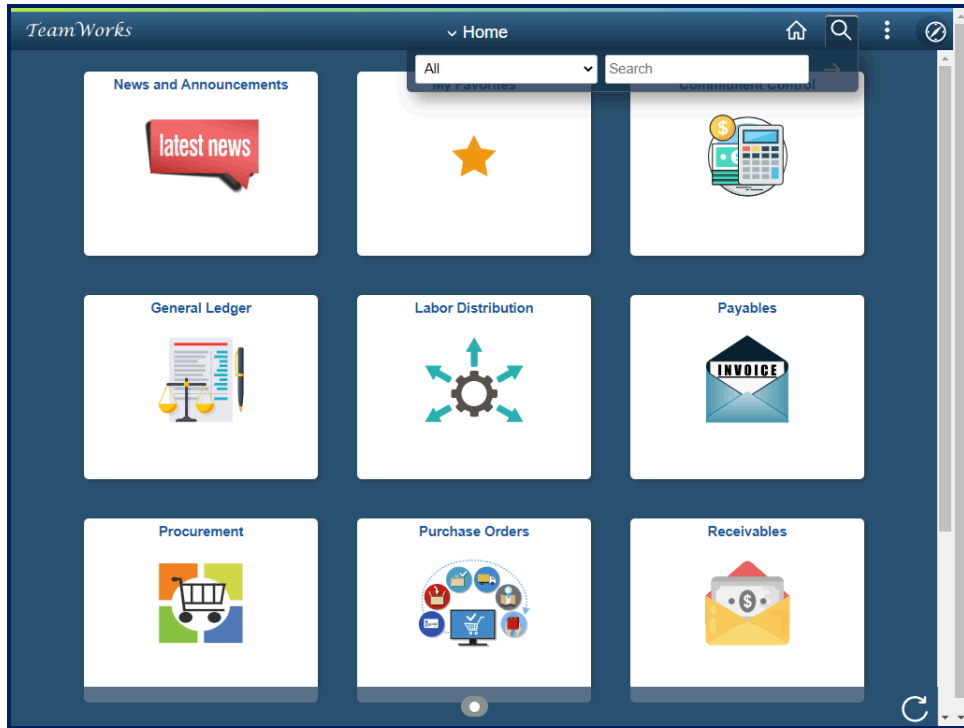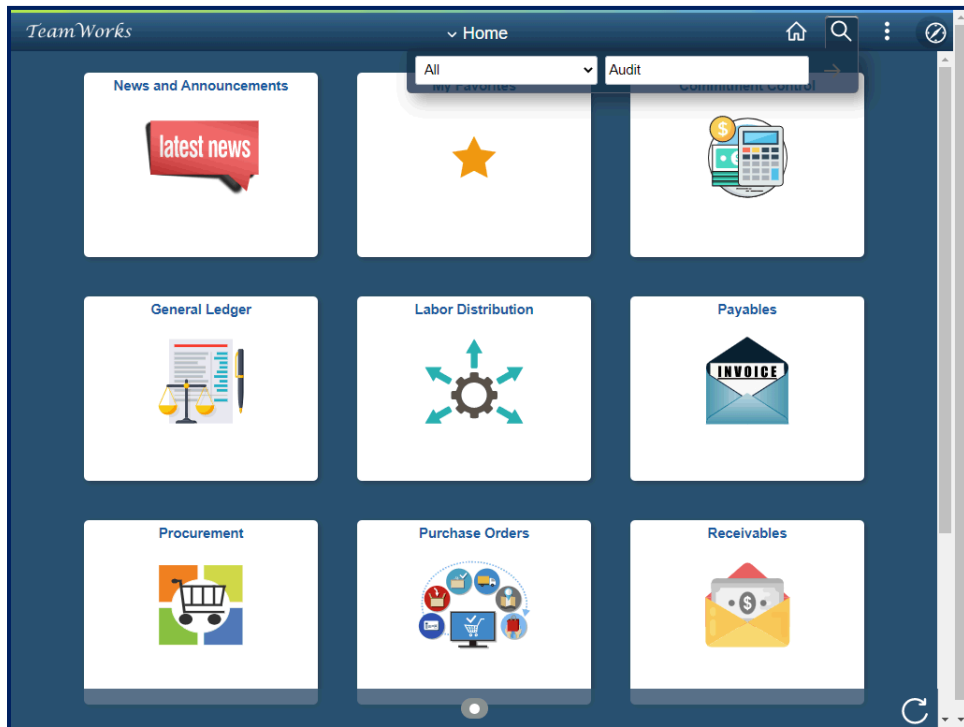| Step	Action
3.	**Note:** Users are able to perform a global search for specific PeopleSoft models based on their security access. Click the **Search** list.

Job Aid

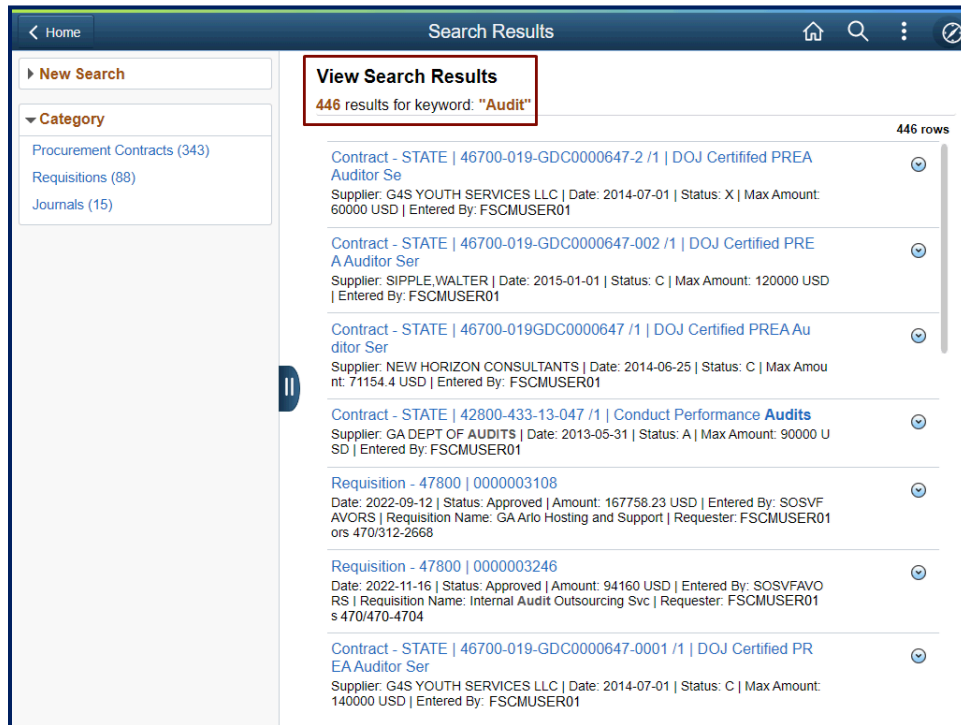| Step	Action
4.	Users have the option to perform the following search options, **All** modules, **Purchasing/Procurement**, **Asset Management**, **General Ledger** and **Navigator**. Click the **Search** list.

Step	Action
5.	For this example, let's perform a search for **"All"** modules. Click in the **Search** field.

Job Aid

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

Step	Action
7.	Click the **Enter** link.
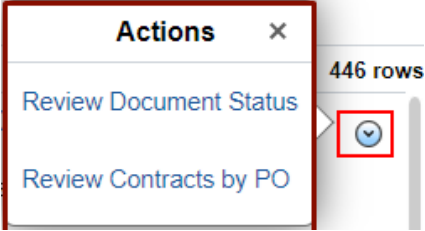
Step	Action
8.	Based upon the user's Peoplesoft security access, the system displays the search results for Procurement, Asset Management and General Ledger modules. For this example, the system displays **446** search results. Users can use various options to narrow the search results.

Job Aid
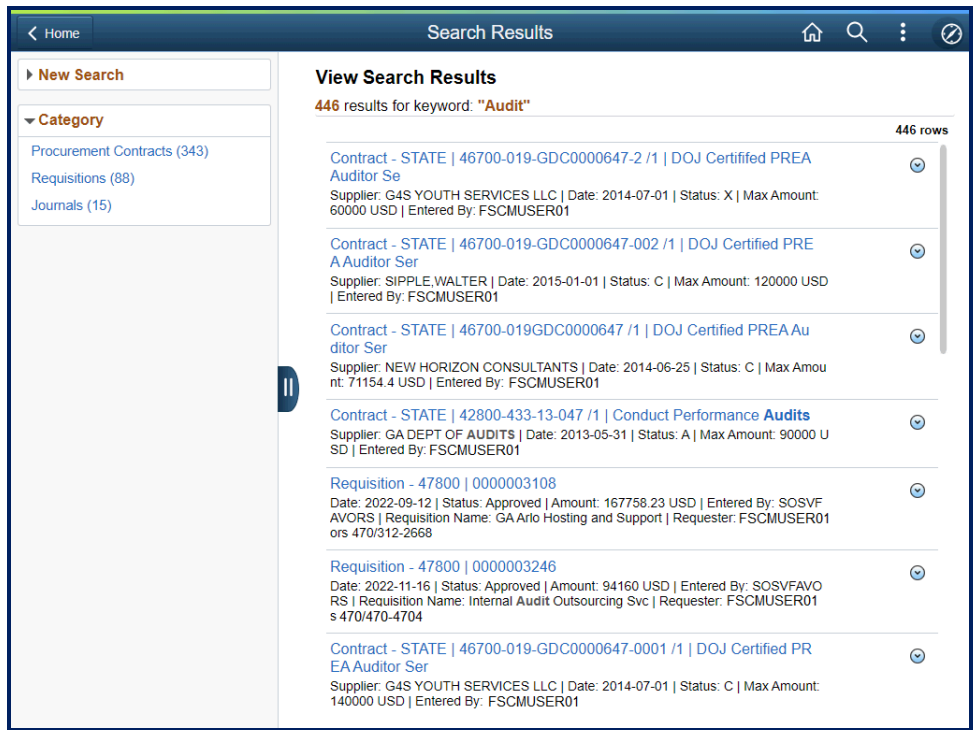
Step	Action
9.	Let's first look at the **Actions** options to narrow the search results. Click the **Actions** list options. ⊙
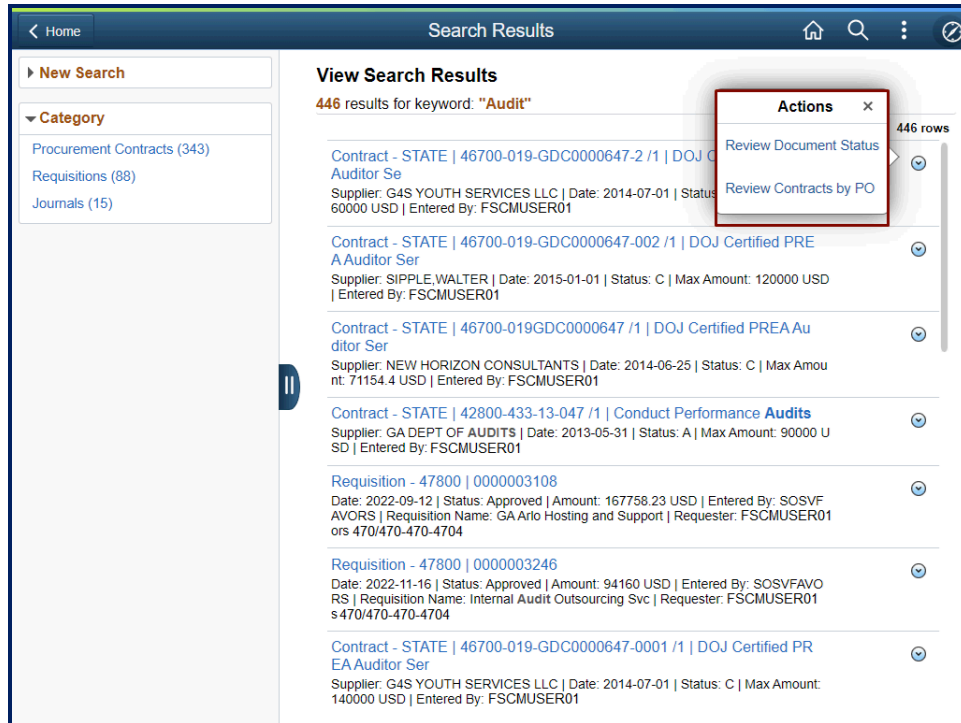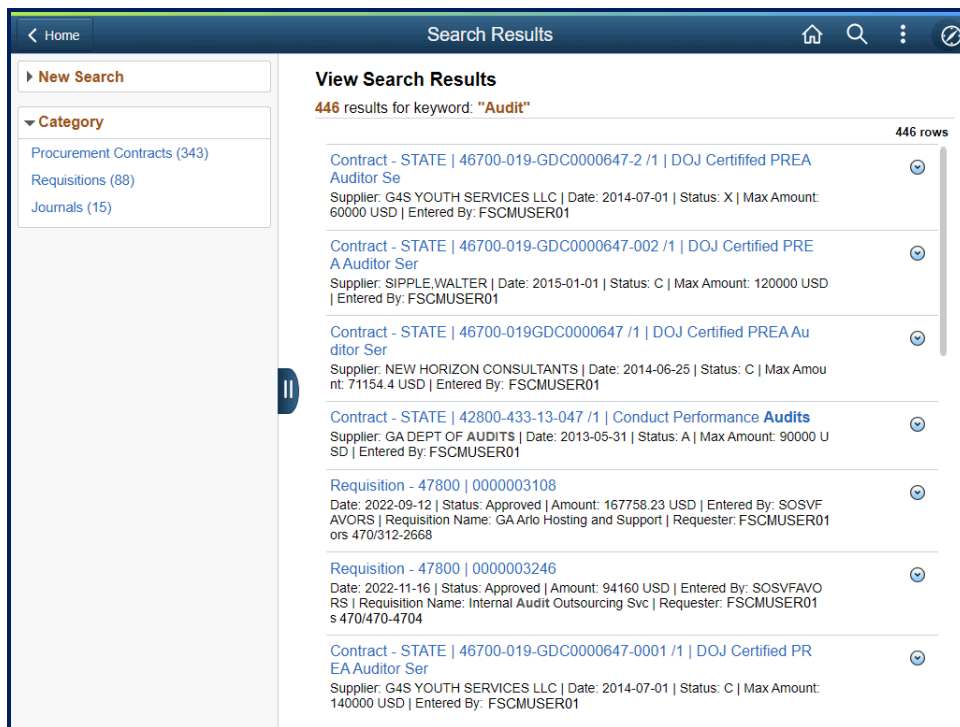
Step	Action
10.	**Note:** From the **Actions** dialog box, users and **Review Document Status** or **Review Contracts by PO**. Click the **Actions** list.
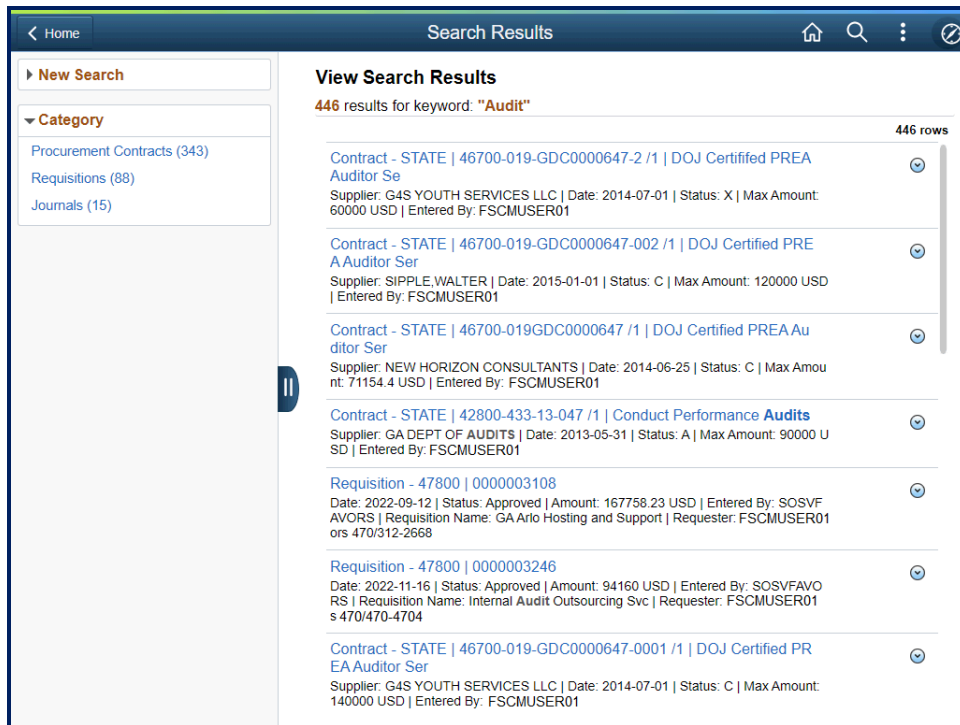
Step	Action
11.	Click the **Double Line** button to collapse the left navigation pane.
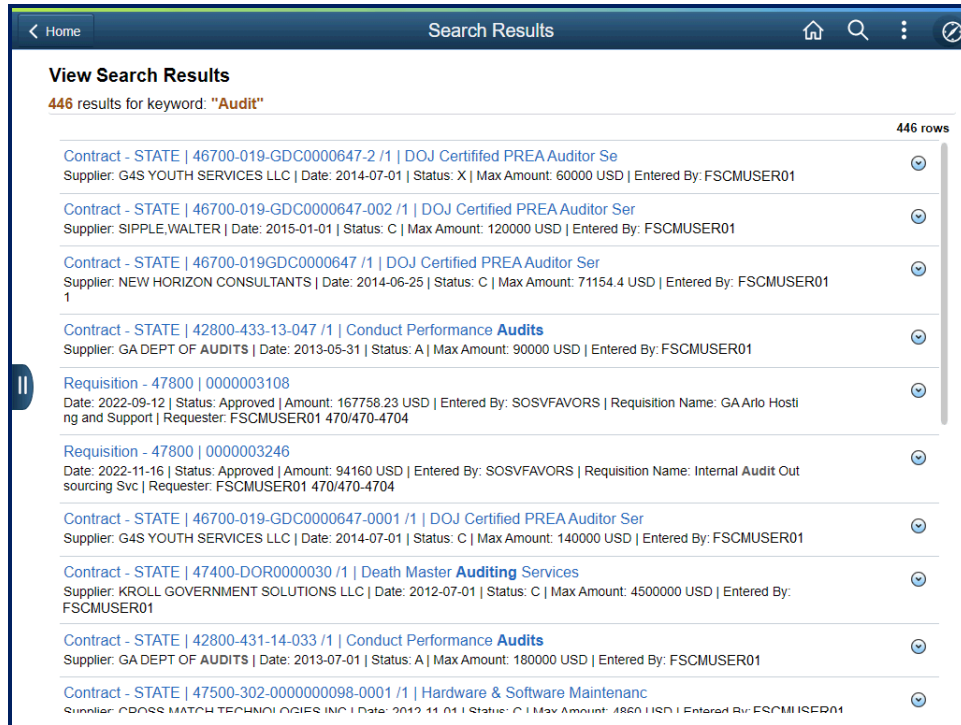
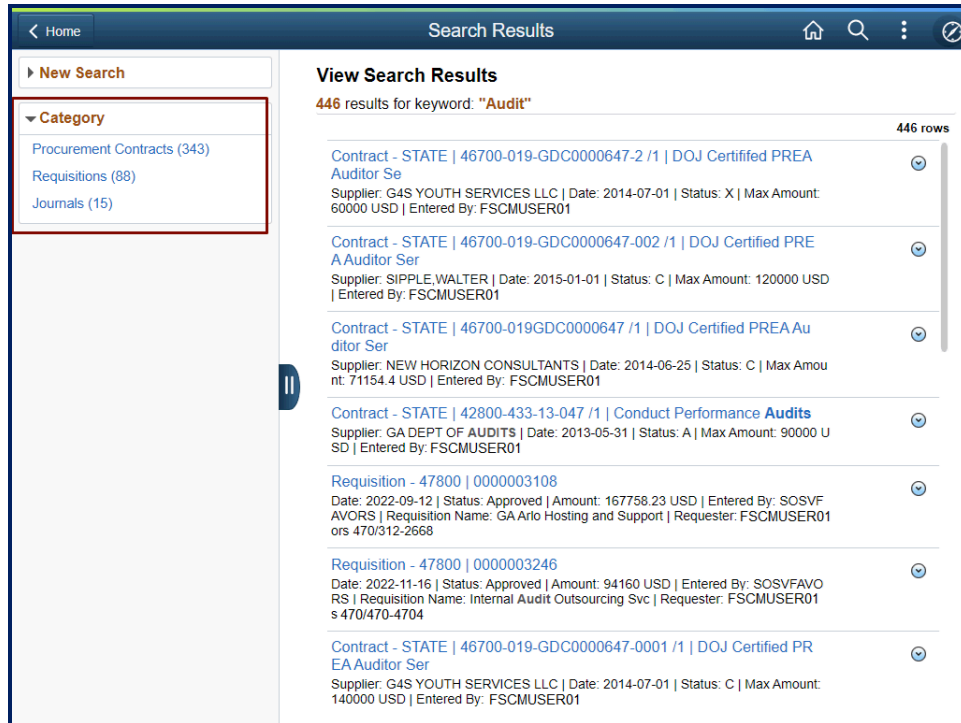| Step	Action
12.	This view allows the user to view more information on the page. Click the **Double Line** button to return the left navigation pane.

Job Aid

Step	Action
13.	To view a search result item, select the appropriate item from the list. For this example, click the **Contract - STATE - 46700-019-GDC0000647-2** link.

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

Step	Action
15.	Click the **Return to Search** button. Return to Search
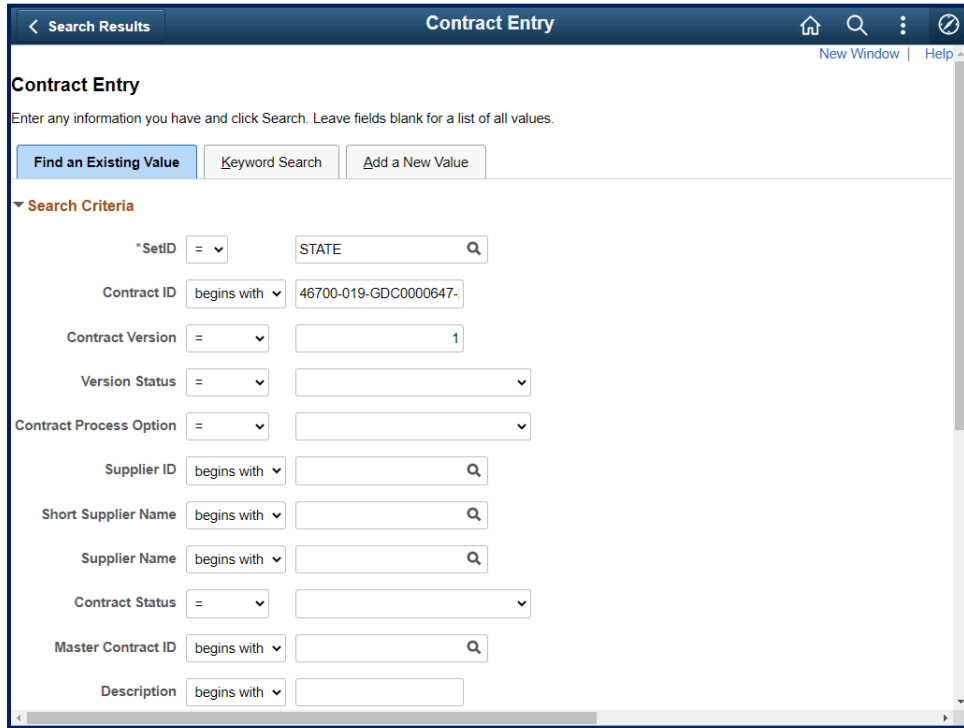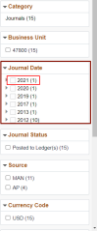
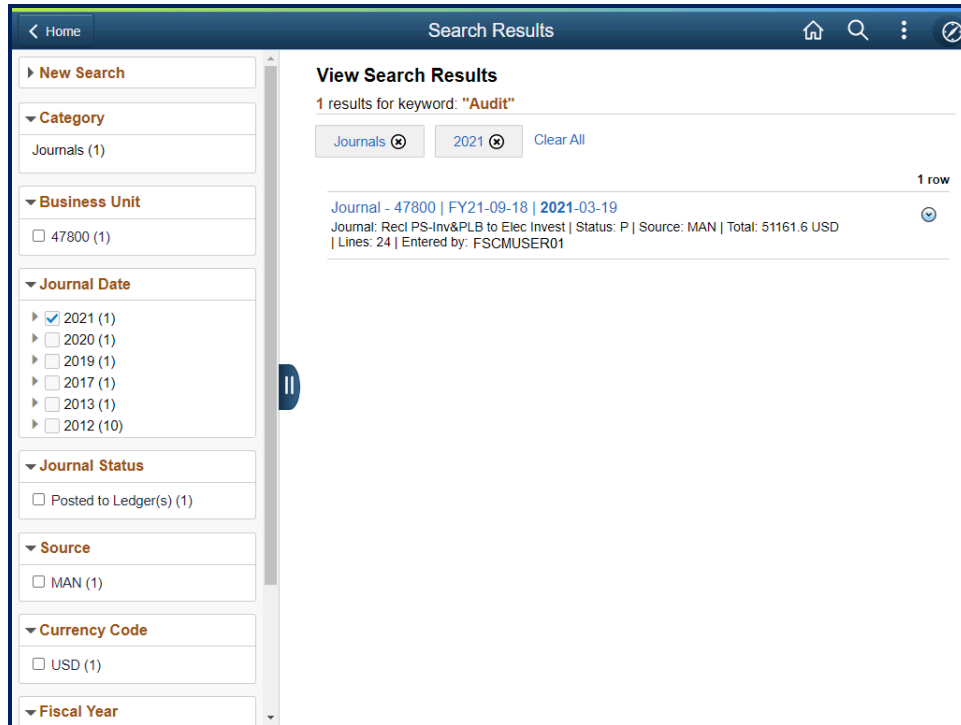| Step	Action
16.	To return to the original search result list, click the **Search Results** button. < Search Results

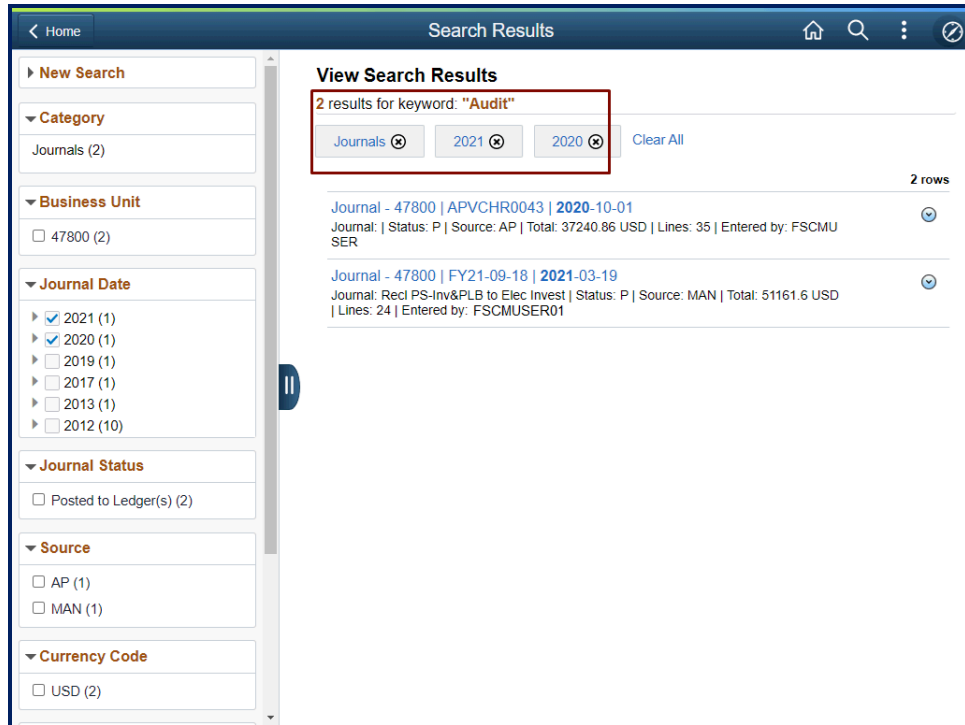| Step	Action
17.	Notice the **Category** section. For the example, the user has the option to narrow the search results based on **Procurement Contracts**, **Requisitions** and **Journals**. For this example, the system is showing **15** search results for Journals. Click the **Journals** link.

Step	Action
18.	After selecting the **Journals** options, the system displays other options to further narrow the search. For this example, let's narrow the search results based on the **Journal Date**. Click the **2021 (1)** link.

Step	Action
19.	For this example, let's select another journal date option. Click the **2020 (1)** link.

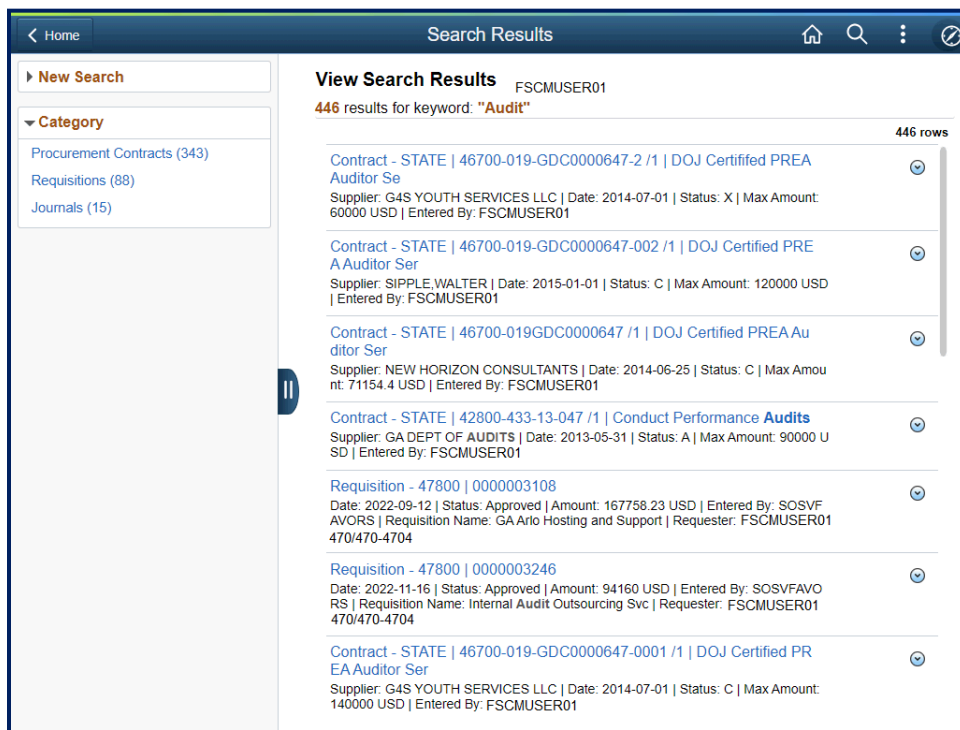| Step	Action
20.	Notice the system now displays the search results based on the journal dates of **2021** and **2020**. Click the **Clear All** link. Clear All

Step	Action
21.	Notice now once all the filters are clear. The system returns to the original 446 search result list items.

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

Step	Action
23.	For this example, no additional term(s) will be searched. Click the **Home** button to return to the Home Page.
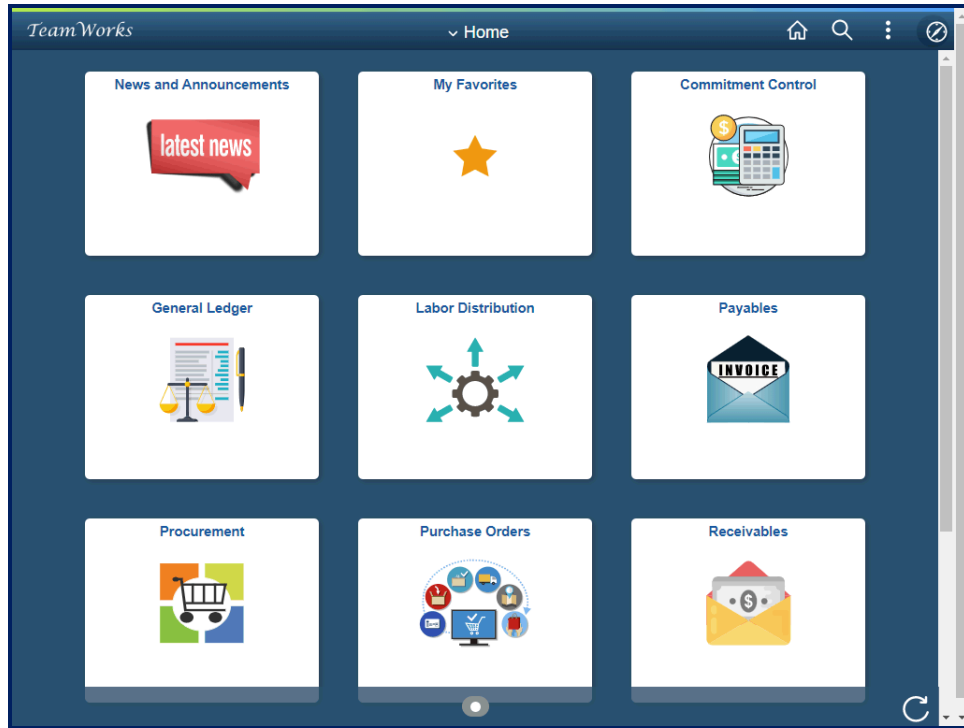
Step	Action
24.	**Congratulations!** You have completed Using Elasticsearch - General Ledger - Global Search. **End of Procedure.**