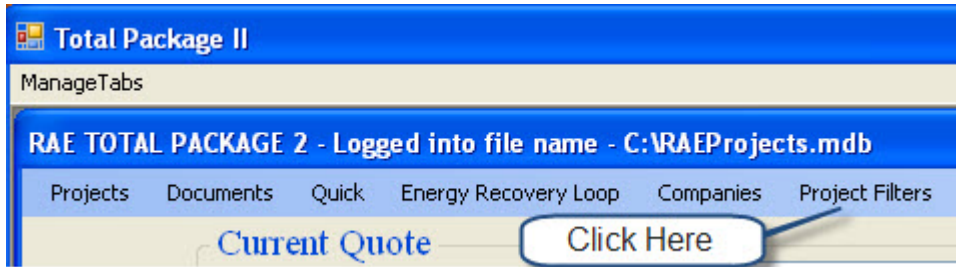


Find an Existing Project

- Select 'Project Filters' from the menu.



- Enter information in as many fields as possible.
- Click button.

- The wildcard character, %, can be used in any field except 'Date Created.'
 - Examples using the 'Customer Name' field.
 - %Corporation
 - Returns all projects where the 'Customer Name' ends with 'Corporation.'
 - EX: My Corporation; MyCorporation.
 - Eng%
 - Returns all projects where the 'Customer Name' begins with "Eng."
 - %Eng%
 - Returns all projects where the 'Customer Name' contains "Eng."

- The selected projects will be displayed in the project list

Quote Number	Order Number	Customer Name	Project Name	User ID	Date Created	Total Package Project Number
1002989	0	RAE CORPORA...	ARI 2009 Coils	Faisalb	9/8/2009 9:52 AM	352604
1002457	0	RAE Corporation	ARI TEST COIL	danh	6/24/2009 9:48 ...	352001
1002229	9999999	RAE1	Project Danny Gr...	dona	5/26/2009 10:37...	351770
1001426	0	RAE Corporation	TEST	danh	2/26/2009 10:50...	351048
1001046	0	RAE Corporation	No Project Name	dona	1/23/2009 9:39 ...	350740
1000738	0	RAE Corporation	ARI TEST COILS	danh	12/12/2008 8:37...	350481
1000655	0	RAE Corporation	ari test coils II	danh	12/3/2008 7:56 ...	350423
1000509	0	RAE1	No Project Name	DONA	11/13/2008 12:2...	350322
1000391	0	RAE1	test	dona	10/29/2008 2:59...	350307
1000415	0	RAE Corporation	rae 410 test coils	danh	10/31/2008 8:48...	350245
1000297	0	RAE Corporation	RAE ARI TEST	danh	10/20/2008 2:10...	350165
1000230	0	RAE Corporation	RAE 410 TEST ...	danh	10/9/2008 10:25...	350127
1000213	0	RAE Corporation	RAE office cooling	brianm	10/7/2008 2:56 ...	350111
WorkArea	0	RAE CORPORA...	Work Area	Guest	12/31/2050	0
WorkArea	0	WorkArea	WorkArea	Guest	12/31/2050	0

Hide Archived Projects
 All Projects

- Note: If you see the project(s) you need, uncheck the “Hide Archived Projects” and/or check the “All Projects” box.