



# SuiteCRM Global Search

## User Guide

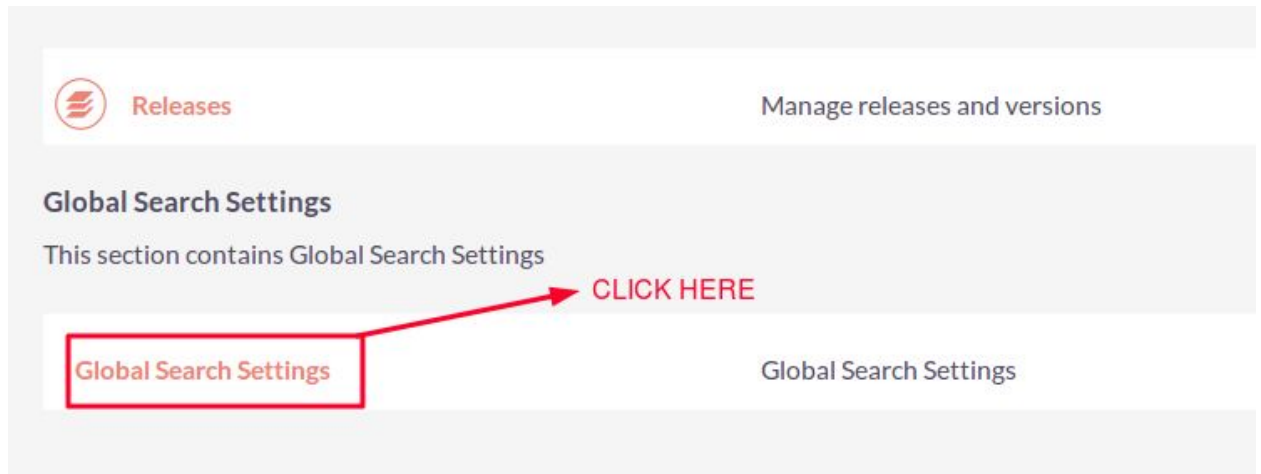
## Pre-requisites

Please follow the below steps before installing the Global Search.

1. Log in as an Administrator.
2. Verify the CRM version should be compatible with Global Search.
3. CRM should have the Outright utils file, if not then install the Outright Utils package first then install Global Search.

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1. Go to the admin section and click on Global Search Settings.



2. Global Search Settings.

**Name :-** Enter a name for settings.

**Search Modules :-** Select those modules whom you want to perform search functionality.

**Enable Search -:** Check this box if you want to enable the search for all selected modules.

**Search Action -:** We have three search actions.

1. **Begins with -:** If you want to find records by starting alphabets then select this option.
2. **Equal -:** If you want to find records by exact name of record then select this option
3. **Includes -:** If you want to find records middle name of record then select this option.

The screenshot shows the 'BASIC' tab of the 'Default Global Search Settings' configuration page. At the top left are 'SAVE' and 'CANCEL' buttons. The page is divided into two main sections. The left section contains a 'Name:' field with a red asterisk, an 'Enable Search:' checkbox, and a red arrow pointing to it with the text 'Check this box to enable search'. The right section contains a 'Search Modules:' dropdown menu and a 'Search Action:' dropdown menu. A red arrow points to the 'Search Modules:' dropdown with the text 'Select Modules'. The dropdown menu is open, showing a list of modules: 'Prospects', 'ProspectLists', 'Documents', 'Cases', 'Project', and 'Bugs'. The 'Search Action:' dropdown menu is also open, showing 'Begins with' as the selected option. A red arrow points to this dropdown with the text 'Select type of search'.