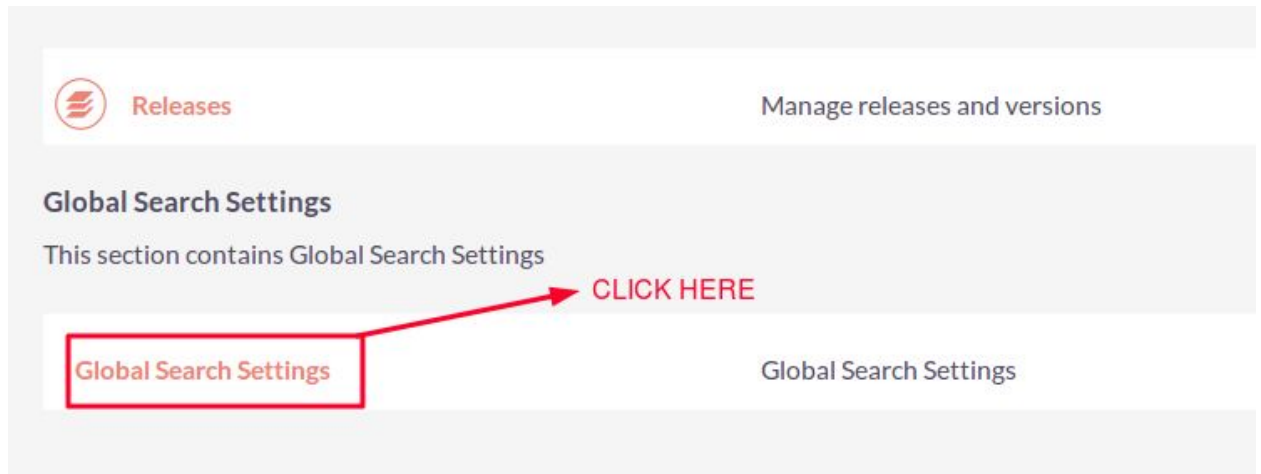# SuiteCRM Global Search

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.

User Guide

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.