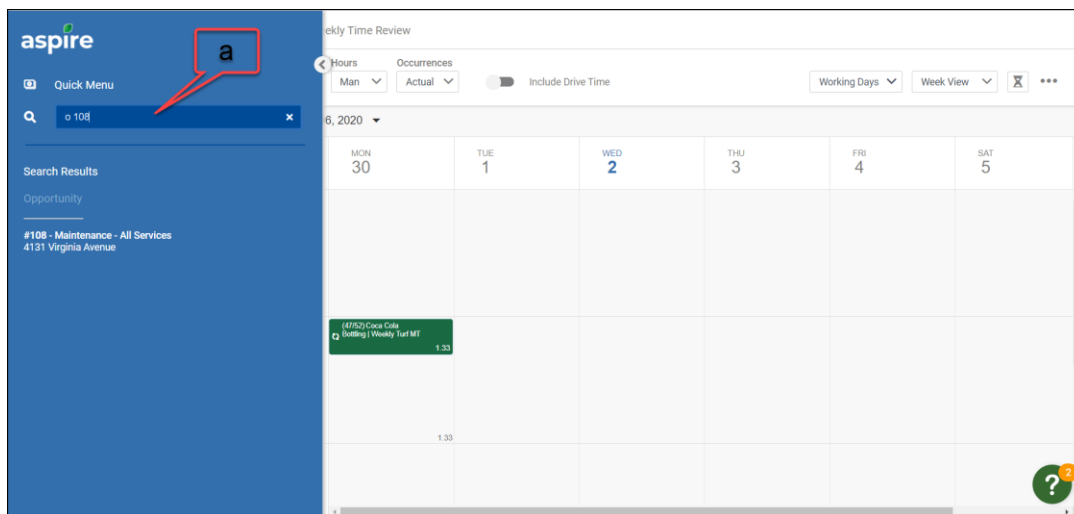


Schedule Board Work Ticket Search

To improve Aspire performance, the mechanism you use for performing quick searches for work tickets on the *Schedule Board* is changing. Going forward, you will provide a prefix to indicate your search criteria much like you do currently in the *System Search* field^a in the *Aspire Tool Bar*. For example, if you want to search for all work tickets with opportunity #108, you will enter “o 108” in the search field^a and press the *Enter* key. If no prefix is provided, Aspire searches through multiple records.



The following table specifies the prefixes and identifies which field they search. Only these four fields can be searched using the search field

Prefix	Search Field	Description
o	Opportunity Number	Work tickets with Opportunity Number containing the specified digits (i.e. “o 24” returns work tickets with opportunity numbers <u>3324</u> and <u>24716</u>)
t	Ticket Number	Work tickets with <i>Ticket Number</i> containing the specified digits (i.e. “t 35” returns work tickets with work ticket numbers <u>13546</u> and <u>35678</u>)
s	Service Name	Work tickets with <i>Service Name</i> containing the specified string (i.e. “s mulch” returns work tickets with service name “ <u>Mulch</u> work” and “Plant with <u>mulch</u> ”). This value does <u>not</u> look at the <i>Service Display Name</i> or the <i>Service Abbreviation</i> .
no prefix (or p)	Property Name	Work tickets with <i>Property Name</i> containing the specified string (i.e. “Sam” returns work tickets with service name “ <u>Sam</u> ’s Sewing Services” and “Rock <u>Sam</u> Restuarant”).

This approach will significantly improve the performance of Aspire.