



PlanningPME

Schedule easily

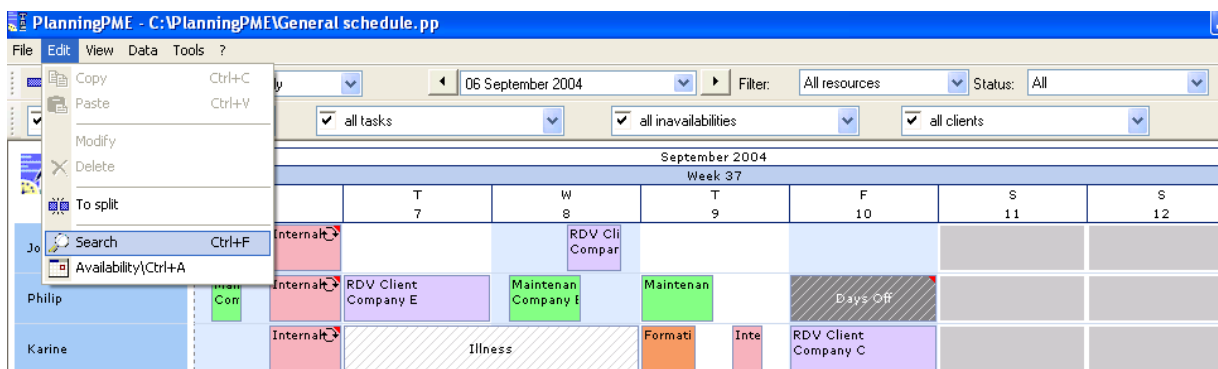
## Search function

### I. Description of this feature

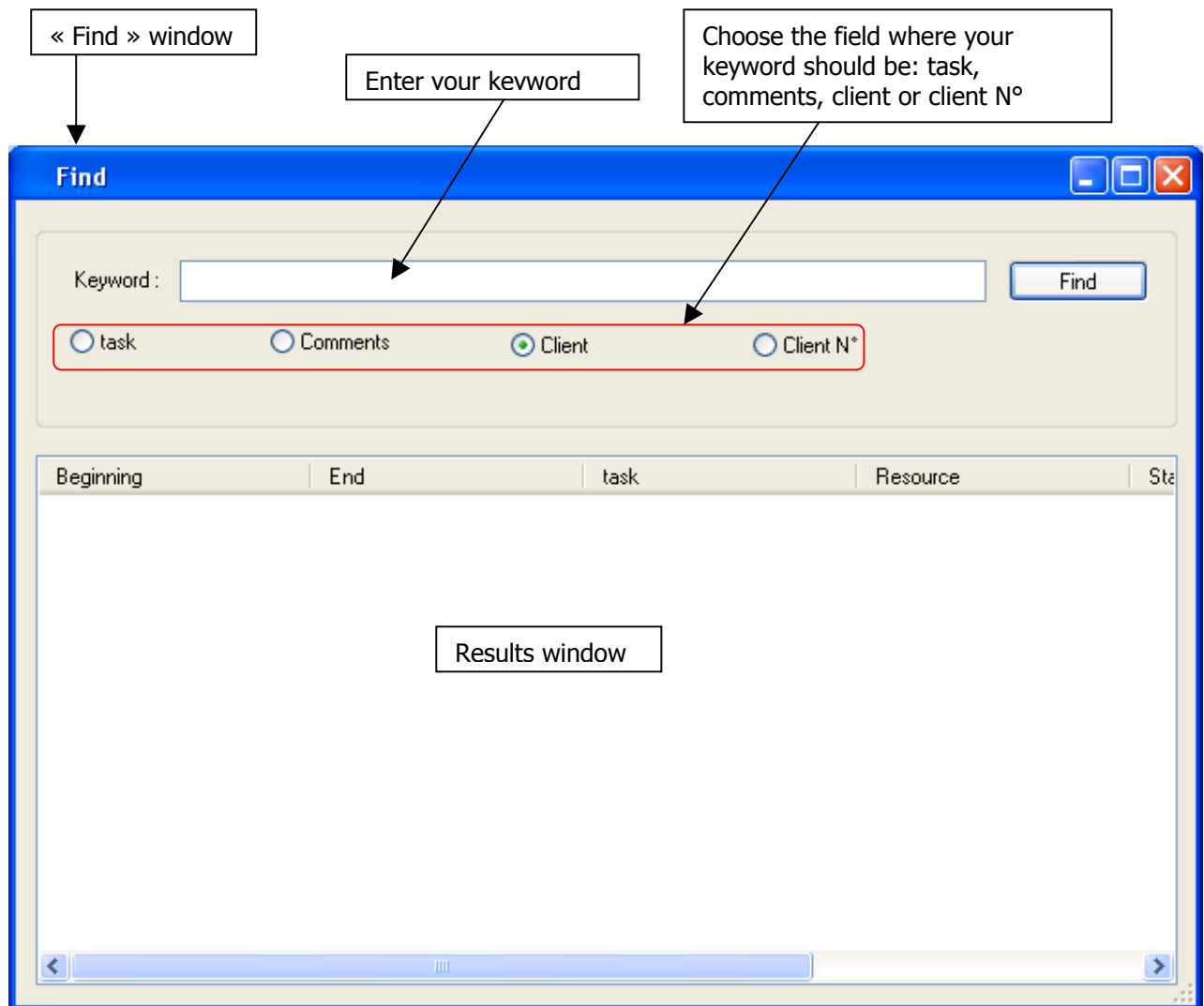
Find out easily your tasks thanks to keywords!

### II. How to use this function “ Search”

Go to « Edit » -> « Search » or press on simultaneously the buttons « CTRL » and « F ».



The following window appears.



To find out your tasks easily, here is the way to proceed:

- 1 – Enter the keyword
- 2 – Choose the field where your keyword is situated: task, comments, client or client N°
- 3 – Click on the button « Find »

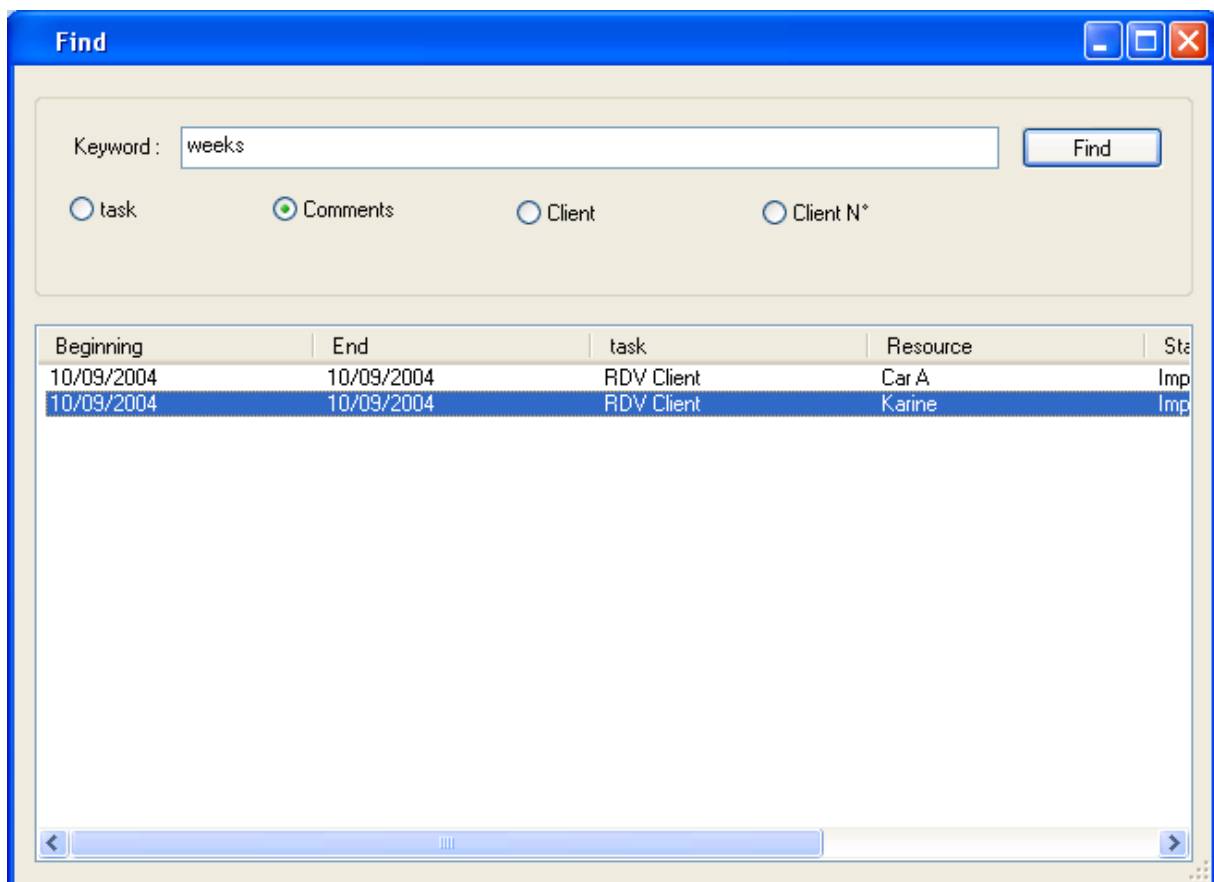
Results are then displayed on the results window.



## II. A practical example

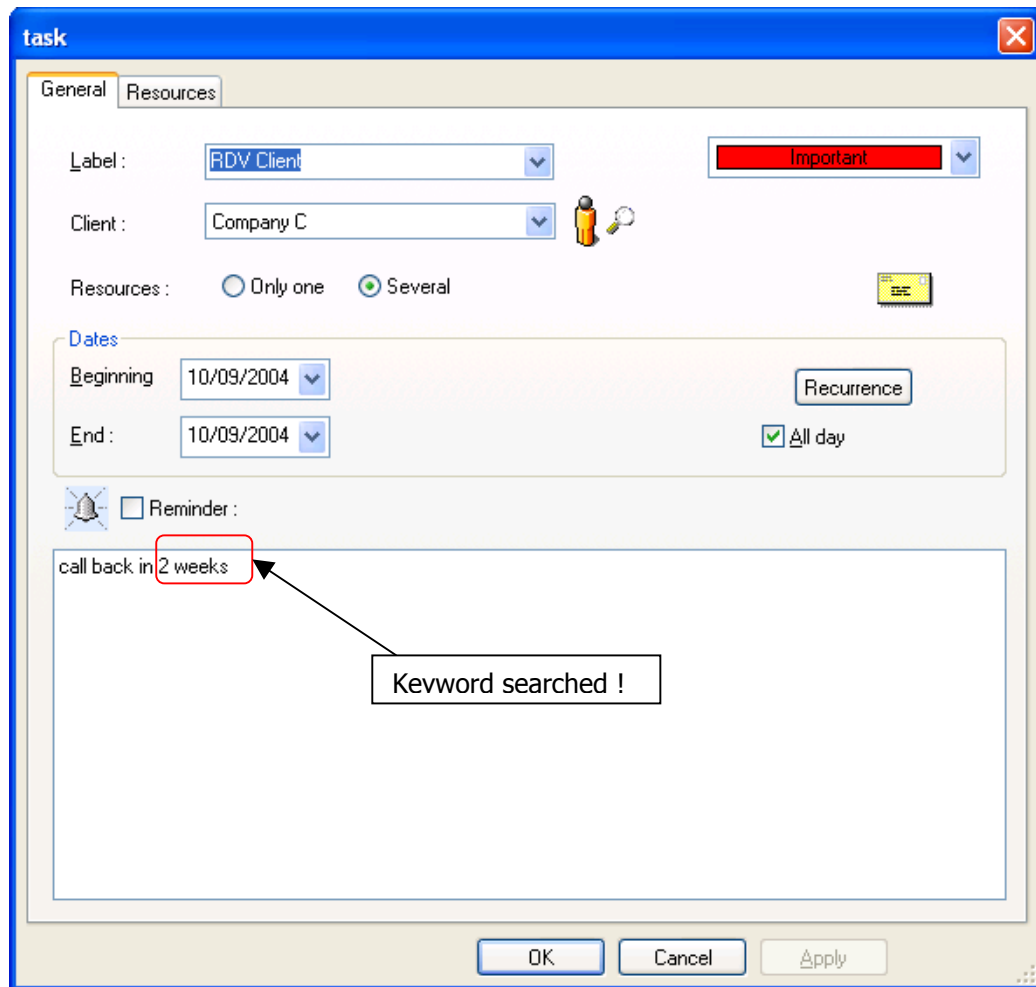
You remember that you wrote in the field « Comments » of a task that you had to call back a client in 2 weeks. Unfortunately, you do remember neither the task nor the client you must call back.

Go to the function "Find" and enter the keyword "weeks". Here are the results of the search:



Double click on the line of the task found.

The following window of the task appears:



This function is really useful to find out a task easily on the entire schedule.

#### IV. Contact PlanningPME

For any help or information about the software PlanningPME, the team of TARGET SKILLS is at your entire disposal.

##### PlanningPME

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