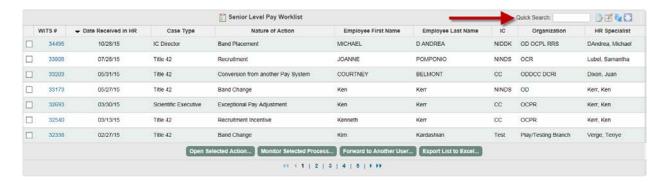# SEARCHING IN WiTS

Active Actions

To locate **active** actions, conduct your search in the **Worklist or Active Transactions bizcoves.** If the action you wish to search for has been completed, you will find it in the Archives.

Using the Quick Search Feature

1.) Locate the Quick Search button in the bizcove you wish to conduct your search.

2.) Type in your search value – it can be any value that appears in any of the columns within your bizcove. For example, name, number, date, IC, etc. WiTS will search the bizcove for all actions that contain your search criteria.

Example: You are searching for actions for employee Kim Kardashian. Enter "Kardashian" in the search box:

3.) Select 'Enter' using your keyboard - The bizcove will refresh and display only actions with text that matches your search in any of the columns.

If it is empty, no matches were found for your criteria.

Note: You will need to delete the search criteria and select 'Enter' on your keyboard again to clear your search. This will refresh the bizcove to display all actions and you may begin a new search if needed.

Sorting Columns

You may also sort your bizcove columns to view your actions by ascending or descending order.

1.) Select the column header of the column you wish to sort by ascending or descending order. Continue to click on the column header until it appears in the order you prefer.