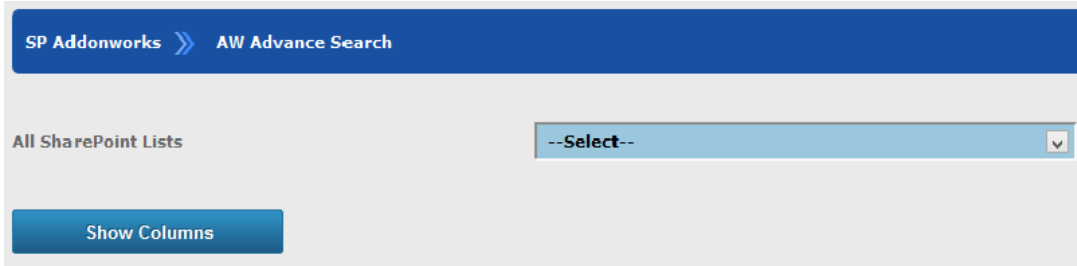


[User Manual for AW Advance Search Web Part](#)

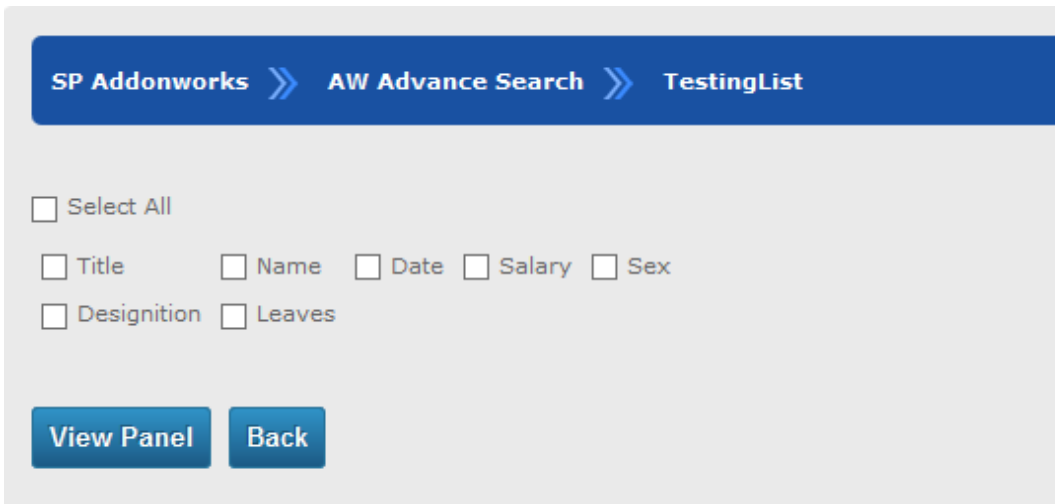
Please follow the following steps to use AW Advance Search format:

1. Select any List or Library of the SharePoint site from the dropdown list



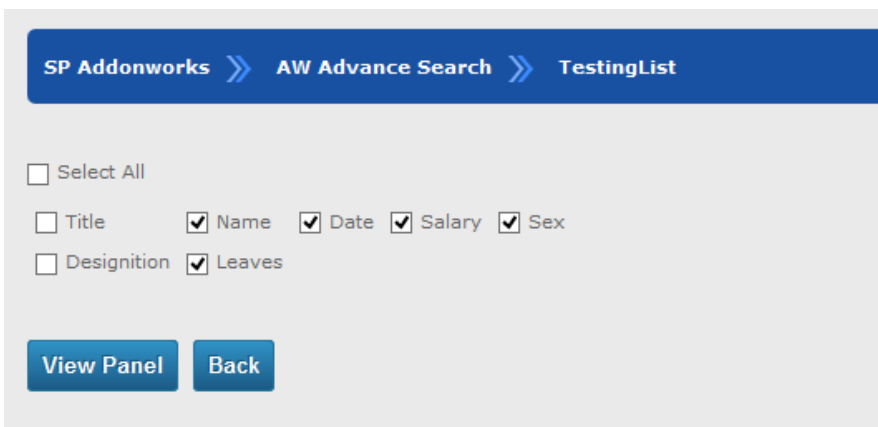
Opening page of AW Advance Search Addons

2. Click **Show Columns** button and columns of selected List or Library will be populated



Columns of selected List or Library are displayed

3. Select columns which are required for View page



Choose columns for View page by checking the Check-Box

4. Click **View Panel** button and the following grid view will be populated

SP Addonworks >> AW Advance Search >> TestingList

Title Name Date Salary Sex
 Designation Leaves

Search Panel **Back**

View Result

Name	Date	Salary	Sex	Leaves
Abhik	9/24/2013 12:00:00 AM	20000	M	Bengali New Year's Day
Arnab	9/25/2013 12:00:00 AM	40000	F	Kali Puja
Artitra	9/30/2013 12:00:00 AM	600000	M	Saraswati Puja

Grid view is populated on the basis of selected columns

5. Select columns which are required for Search panel

SP Addonworks >> AW Advance Search >> TestingList

Title Name Date Salary Sex
 Designation Leaves

Search Panel **Back**

View Result

Name	Date	Salary	Sex	Leaves
Abhik	9/24/2013 12:00:00 AM	20000	M	Bengali New Year's Day
Arnab	9/25/2013 12:00:00 AM	40000	F	Kali Puja
Artitra	9/30/2013 12:00:00 AM	600000	M	Saraswati Puja

Choose columns for Search panel by checking the Check-Box

6. Click **Search Panel** button and the Search panel will be displayed

SP Addonworks >> AW Advance Search >> TestingList

Column Name	Controls
Name	<input type="text"/> AND ▾
Date	<input type="text"/> AND ▾
Sex	<input type="text"/> AND ▾
Leaves	All

View Result

Title	Name	Date	Salary	Sex	Leaves
1	Abhik	9/24/2013 12:00:00 AM	20000	M	Bengali New Year's Day
2	Arnab	9/25/2013 12:00:00 AM	40000	F	Kali Puja
3	Artitra	9/30/2013 12:00:00 AM	600000	M	Saraswati Puia

Grid view with Search panel is populated on the basis of selected columns

7. Insert values for Search parameter in the Search panel

SP Addonworks >> AW Advance Search >> TestingList

Column Name	Controls
Name	<input type="text"/> AND ▾
Salary	<input type="text"/> AND ▾
Sex	<input type="text"/> AND ▾
Leaves	All

View Result

Name	Date	Salary	Sex	Leaves
Abhik	9/24/2013 12:00:00 AM	20000	M	Bengali New Year's Day
Arnab	9/25/2013 12:00:00 AM	40000	F	Kali Puja
Artitra	9/30/2013 12:00:00 AM	600000	M	Saraswati Puia

8. All values of Lookup fields are shown below:

Column Name	Controls				
Name	<input type="text"/>	AND			
Salary	<input type="text"/>	AND			
Sex	<input type="text"/>	AND			
Leaves	All				
	<input checked="" type="checkbox"/> All <input checked="" type="checkbox"/> Office Picnic <input checked="" type="checkbox"/> Republic day <input checked="" type="checkbox"/> Saraswati Puja <input checked="" type="checkbox"/> Dol Yatra <input checked="" type="checkbox"/> Bengali New Year's Day <input checked="" type="checkbox"/> Independence Day <input checked="" type="checkbox"/> Durga Puja(Maha Astami) <input checked="" type="checkbox"/> Durga Puja(Maha Navami) <input checked="" type="checkbox"/> Durga Puja(Vijaya Dasami) <input checked="" type="checkbox"/> Lakshmi Puja <input checked="" type="checkbox"/> Kali Puja <input checked="" type="checkbox"/> Christmas Day				
View Result					
Name	Date		Salary	Sex	Leaves
Abhik	9/24		20000	M	Bengali New Year's Day
Arnab	9/25		40000	F	Kali Puja
Artitra	9/30		600000	M	Saraswati Puja

Display of multiple values of lookup fields in Search panel

9. Now enter values to required search parameter and select multiple Leaves for search criteria

SP Addonworks >> AW Advance Search >> TestingList

Column Name	Controls				
Name	<input type="text" value="Ar"/>	AND			
Salary	<input type="text"/>	AND			
Sex	<input type="text"/>	AND			
Leaves	Saraswati Puja, Be				
	<input type="checkbox"/> All <input type="checkbox"/> Office Picnic <input type="checkbox"/> Republic day <input checked="" type="checkbox"/> Saraswati Puja <input type="checkbox"/> Dol Yatra <input checked="" type="checkbox"/> Bengali New Year's Day <input type="checkbox"/> Independence Day <input checked="" type="checkbox"/> Durga Puja(Maha Astami) <input type="checkbox"/> Durga Puja(Maha Navami)				
View Result					
Name	Date		Salary	Sex	Leaves
Abhik	9/24		20000	M	Bengali New Year's Day
Arnab	9/25		40000	F	Kali Puja
Artitra	9/30		600000	M	Saraswati Puja

Multiple Values are being selected for search criteria

- Now select the operators(**OR** or **AND**) between parameters and select Single or Multiple or All column values and here two columns are selected
- Multi-Column and multi-value search criteria is created below

SP Addonworks >> AW Advance Search >> TestingList

Column Name	Controls
Name	<input type="text" value="Ar"/> AND ▾
Salary	<input type="text"/> AND ▾
Sex	<input type="text"/> AND ▾
Leaves	<input type="text" value="Saraswati Puja, B€"/>
<input type="button" value="Search"/> <input type="button" value="Reset"/> <input type="button" value="Rearrange"/>	

View Result

Name	Date	Salary	Sex	Leaves
Abhik	9/24/2013 12:00:00 AM	20000	M	Bengali New Year's Day
Arnab	9/25/2013 12:00:00 AM	40000	F	Kali Puja
Artitra	9/30/2013 12:00:00 AM	600000	M	Saraswati Puja

Multi-Column and Multi-Value Search criteria is created

- Click on **Search** button, based on search criteria **Search Result** will appear

SP Addonworks >> AW Advance Search >> TestingList

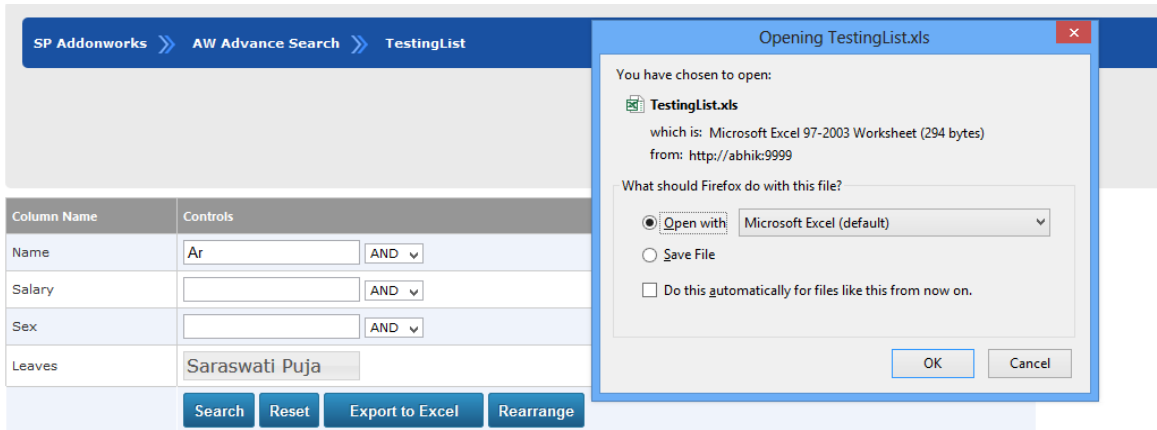
Column Name	Controls
Name	<input type="text" value="Ar"/> AND ▾
Salary	<input type="text"/> AND ▾
Sex	<input type="text"/> AND ▾
Leaves	<input type="text" value="Saraswati Puja"/>
<input type="button" value="Search"/> <input type="button" value="Reset"/> <input type="button" value="Export to Excel"/> <input type="button" value="Rearrange"/>	

Search Result

Name	Date	Salary	Sex	Leaves
Artitra	9/30/2013 12:00:00 AM	600000	M	Saraswati Puja

Search result is displayed on the basis of search criteria

13. Now click on “Export to Excel” button, then the following screen will arise

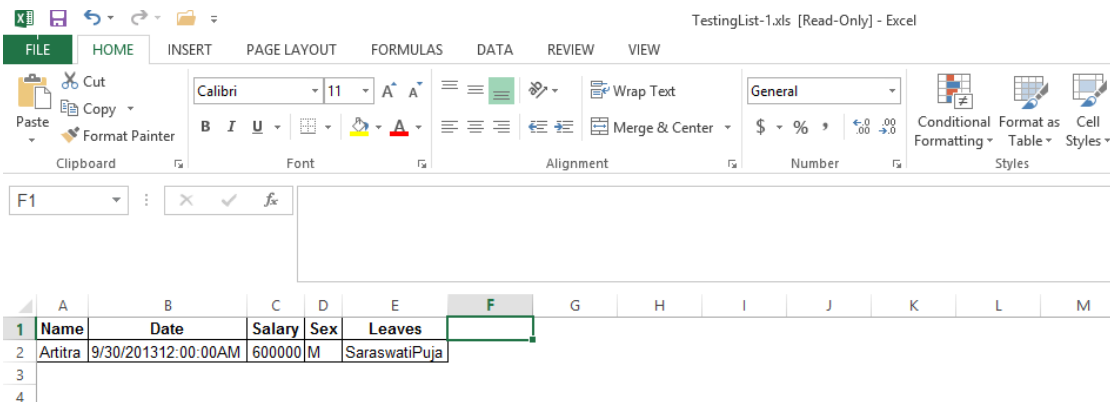


Search Result

Name	Date	Salary	Sex	Leaves
Artitra	9/30/2013 12:00:00 AM	600000	M	Saraswati Puja

Items of search results are exported in Excel format

14. Either Open or Save the Exported files.
15. Files will be saved under **default** folder or **user specific** folder.
16. By opening this, user can view the **Exported** data.



View of Exported Search Results in Excel format

17. **Reset** button is used for rearranging the search criteria
18. **Rearrange** button is given for reorganizing the Search panel and Grid View
19. **Back** button is given to go back to initial stage or starting page.