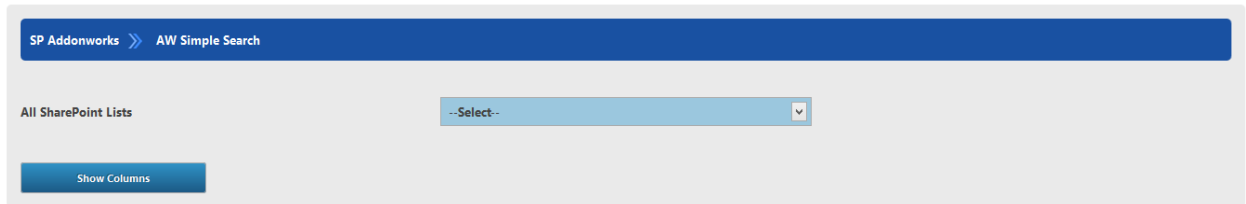


## [User Manual for AW Simple Search Web Part](#)

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

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



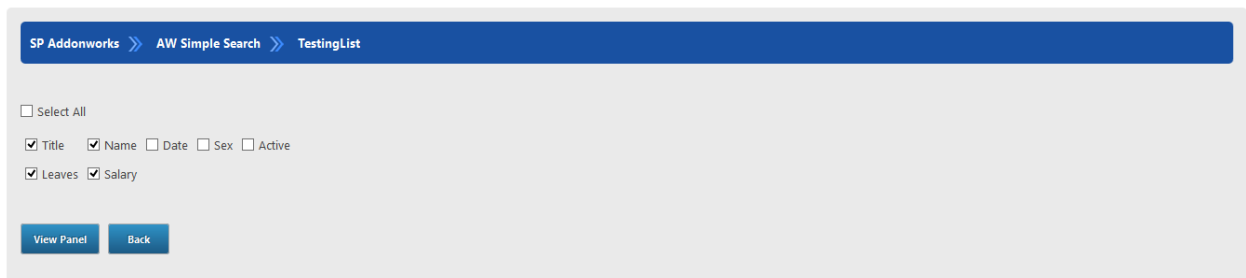
**Opening page of AW Simple Search Addons**

2. Click **Show Columns** button after selecting the List or Library and columns of selected List or Library are populated



**Columns of selected List or Library are displayed**

3. Select the 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 screen will be displayed

SP Addonworks >> AW Simple Search >> TestingList

Title  Name  Date  Sex  Active  
 Leaves  Salary

**Search Panel** **Back**

View Result

Title	Name	Leaves	Salary
1	Abhik	Kali Puja	20000
2	Sangita	Durga Puja(Maha Navami)	40000
3	Aritra	Republic day	60000
4	AbhikRoy	Bengali New Year	30000
5	Debolina	Dol Yatra	25000

**Grid view is populated on the basis of selected columns**

5. Select the columns which are required for Search panel

SP Addonworks >> AW Simple Search >> TestingList

Title  Name  Date  Sex  Active  
 Leaves  Salary

**Search Panel** **Back**

View Result

Title	Name	Leaves	Salary
1	Abhik	Kali Puja	20000
2	Sangita	Durga Puja(Maha Navami)	40000
3	Aritra	Republic day	60000
4	AbhikRoy	Bengali New Year	30000
5	Debolina	Dol Yatra	25000

**Choose columns for Search panel by checking the Check-Box**

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

SP Addonworks >> AW Simple Search >> TestingList

Title
  Name
  Date
  Sex
  Active  
 Leaves
  Salary

Column Name	Controls
Title	<input type="text"/>
Name	<input type="text"/>
Leaves	All <input type="button" value="v"/>

View Result

Title	Name	Leaves	Salary
1	Abhik	Kali Puja	20000
2	Sangta	Durga Puja(Maha Navami)	40000
3	Artra	Republic day	60000
4	AbhikRoy	Bengali New Year	30000
5	Debolina	Dol Yatra	25000

**Selected columns are displayed in Search panel**

7. Multi-Column search criteria is created below

SP Addonworks >> AW Simple Search >> TestingList

Title
  Name
  Date
  Sex
  Active  
 Leaves
  Salary

Column Name	Controls
Title	1 <input type="text"/>
Name	Abhik <input type="text"/>
Leaves	Kali Puja <input type="button" value="v"/>

View Result

Title	Name	Leaves	Salary
1	Abhik	Kali Puja	20000
2	Sangta	Durga Puja(Maha Navami)	40000
3	Artra	Republic day	60000
4	AbhikRoy	Bengali New Year	30000
5	Debolina	Dol Yatra	25000

**Multi-Column Search criteria is created**

8. Click on “Search” button, based on search criteria “Search Result” will appear.

The screenshot shows the SP Addonworks interface. At the top, there is a breadcrumb trail: SP Addonworks >> AW Simple Search >> TestingList. Below this, there are search criteria checkboxes: Title, Name, Date, Sex, Active, Leaves, and Salary. A Search Panel and a Back button are also visible. Below the search criteria, there is a table with columns: Column Name, Controls, Title, Name, Leaves, and Salary. The Title control has a value of 1, Name has Abhik, and Leaves has Kali Puja. Below this table, there are buttons for Search, Reset, Export to Excel, and Rearrange. Below the search criteria, there is a Search Result table with columns: Title, Name, Leaves, and Salary. The table contains one row with values: 1, Abhik, Kali Puja, and 20000.

Column Name	Controls
Title	1
Name	Abhik
Leaves	Kali Puja

Title	Name	Leaves	Salary
1	Abhik	Kali Puja	20000

Search result is displayed on the basis of search criteria

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

The screenshot shows the SP Addonworks interface with the 'Export to Excel' button highlighted. A dialog box titled 'Opening TestingList.xls' is open, showing the file 'TestingList.xls' which is a Microsoft Excel 97-2003 Worksheet (235 bytes) from 'http://share:3333'. The dialog asks 'What should Firefox do with this file?' and has options: 'Open with Microsoft Excel (default)' (selected), 'Save File', and 'Do this automatically for files like this from now on.' There are OK and Cancel buttons at the bottom of the dialog. Below the search criteria, there is a Search Result table with columns: Title, Name, Leaves, and Salary. The table contains one row with values: 1, Abhik, Kali Puja, and 20000.

Title	Name	Leaves	Salary
1	Abhik	Kali Puja	20000

Items of search results are exported in Excel format

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

The image shows a screenshot of the Microsoft Excel interface. The title bar indicates the file is 'TestingList.xls (Read-Only) - Microsoft Excel (Product Activation Failed)'. The ribbon is set to 'Home', and the 'Styles' group is active, showing various conditional formatting options like 'Normal', 'Bad', 'Good', 'Neutral', 'Calculation', and 'Check Cell'. The spreadsheet area shows a table with the following data:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y
1		Title	Name	Leaves	Salary																				
2	1	Abhik	KaliPuja	20000																					
3																									

**View of Exported Search Results in Excel format**