

How to change the search criteria in a grid and export results?

Objectives

- Change search criteria
- Export results

Steps

In LEXZUR, you can change the search criteria in all the grids by using the advanced search option that allows you to filter down the results of the grid based on any of the fields related to the module.

For example: In the Companies Module, you can search by category, job title, country, and so on.

Companies

All Companies

Save Filter

Filter Search

Reset

Status

Equal

Active

Company ID

Company Name

Nickname

Category

Sub-category

Company Legal Type

Company Group

Foreign Name

Nationality

Capital

Capital Currency

Share Par Value

Registration Nb

Registration Tax Nb

Registration Date

Registration Renewal Date

Run

Save Filter

Search

| Name | ID | Category | Nickname | Sub-category |
|--------------------------|-------------|----------|----------------|--------------|
| abc | COM00000071 | Client | abc | |
| ABC Services | COM00000091 | Partner | ABC Services | Star-up |
| Advanced Industries | COM00000038 | Client | AdI | Industrial |
| Advanced Solutions | COM00000012 | Client | AdS | Documenter |
| Agency Grid | COM00000102 | Opponent | AG | |
| Al Kamal Industries | COM00000073 | Opponent | K Industries | |
| al waha | COM00000107 | Opponent | al waha | |
| Albert Company | COM00000125 | Client | Albert Company | |
| Albert Insurance Company | COM00000101 | Client | Albert IC | |
| Alvah Agency | COM00000054 | Client | A Agency | |
| Astra Digital Holding | COM00000078 | Internal | Astra Digital | |

1

2

3

4

5

...

Once you select the filter, click on the "Run" button.

You can export them to excel from the "Export button".

Companies

All Companies

Save Filter

+

⚙️

Filter Search

Reset

Search

Export to Excel (Current fields)

Export to Excel (All fields)

| | Name | ID | Category | Nickname | Sub-category | Legal Type | |
|--|--------------------------|-------------|----------|----------------|--------------|---|----|
| <input checked="" type="checkbox"/> Status | abc | COM00000071 | Client | abc | | | |
| Equal | ABC Services | COM00000091 | Partner | ABC Services | Star-up | | |
| Active | Advanced Industries | COM00000038 | Client | AdI | Industrial | Limited Liability Company (...) | Un |
| Company ID | Advanced Solutions | COM00000012 | Client | AdS | Documenter | Partnership Limited with S... RN-457897 | Un |
| Company Name | Agency Grid | COM00000102 | Opponent | AG | | | |
| Nickname | Al Kamal Industries | COM00000073 | Opponent | K Industries | | | |
| Category | al waha | COM00000107 | Opponent | al waha | | | |
| Sub-category | Albert Company | COM00000125 | Client | Albert Company | | | |
| Company Legal Type | Albert Insurance Company | COM00000101 | Client | Albert IC | | | |
| Company Group | Alvah Agency | COM00000054 | Client | A Agency | | | Un |
| Foreign Name | Astra Digital Holding | COM00000078 | Internal | Astra Digital | | | |
| Nationality | | | | | | | |
| Capital | | | | | | | |
| Capital Currency | | | | | | | |
| Share Par Value | | | | | | | |
| Registration Nb | | | | | | | |
| Registration Tax Nb | | | | | | | |
| Registration Date | | | | | | | |
| Registration Renewal Date | | | | | | | |

Run

Save Filter

<<

1

2

3

4

5

...

1 - 20 OF 109 ITEMS

20

You can do the same for the other grids.

For more information about LEXZUR, kindly reach out to us at help@lexzur.com.

Thank you!