Scenario

In the previous lesson, you learned the menu layout of SHARP. In this lesson, the SHARP trainer, Hall, will show the newly hired Payroll Processer, Kelly, some common buttons in SHARP and explain how to perform basic and advanced searches.



Hall



Kelly

Lesson Objective

After completing this lesson, you will be able to:

- Describe common buttons used in SHARP
- Do a basic search
- Do an advanced search
- Save search criteria
- Use operators in search criteria
- Use wildcards in search criteria
- Use the find feature

Lesson Topics

In this lesson you will learn about the following topics. Click **Home** (at the lower left corner) at any time to return to this menu. Click each topic to navigate to that topic.



Common Buttons

Buttons in SHARP have names that make it easy to understand what they do. For example, the **Search** button launches a search.

Frequently used buttons fall into two groups:

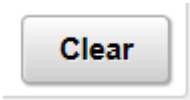
- Buttons used to search and review
- Buttons used when adding data



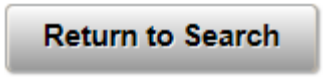
Search and Review Buttons



Starts a **Search**



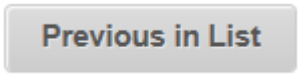
Clears text from all fields on the **Global Search**



Returns you to the **Search** page

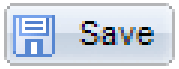


Displays the next record from the search results (unless the record is the last)

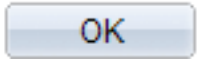


Displays the previous record from the search results (unless the record is the first)

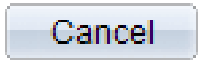
Data Entry Buttons



Sends the information that you enter on the page to the database

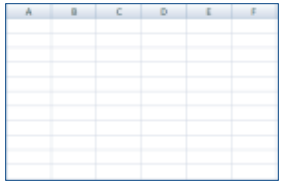


Accepts the data you enter and returns you to the page where you accessed the current page

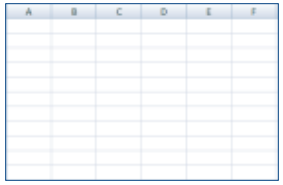


Clears the page and any data that you enter or change. Use the **Cancel** button if you enter data incorrectly and want to begin again.

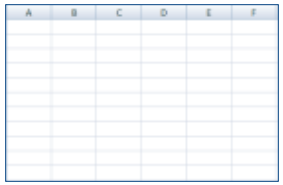
SHARP Is A Relational Database



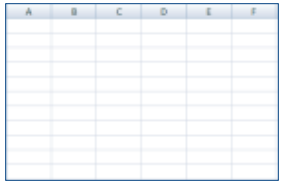
Relational databases store data in tables



Tables are made of rows and columns, similar to a spreadsheet

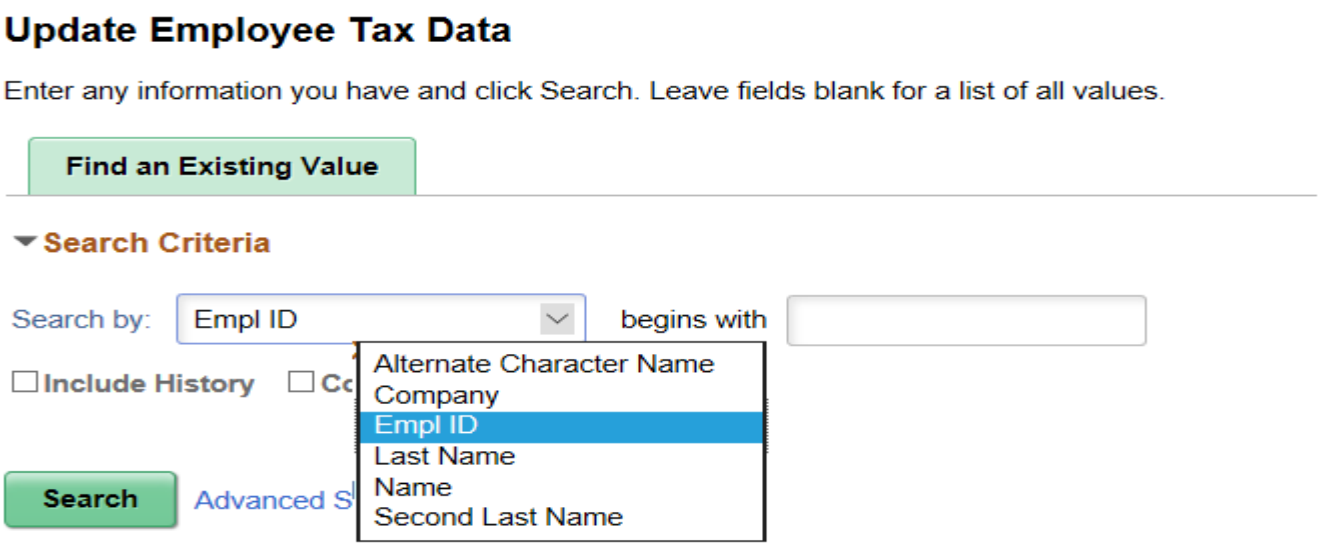


Each column is a field and each row is a separate data record, for example, an effective dated row.



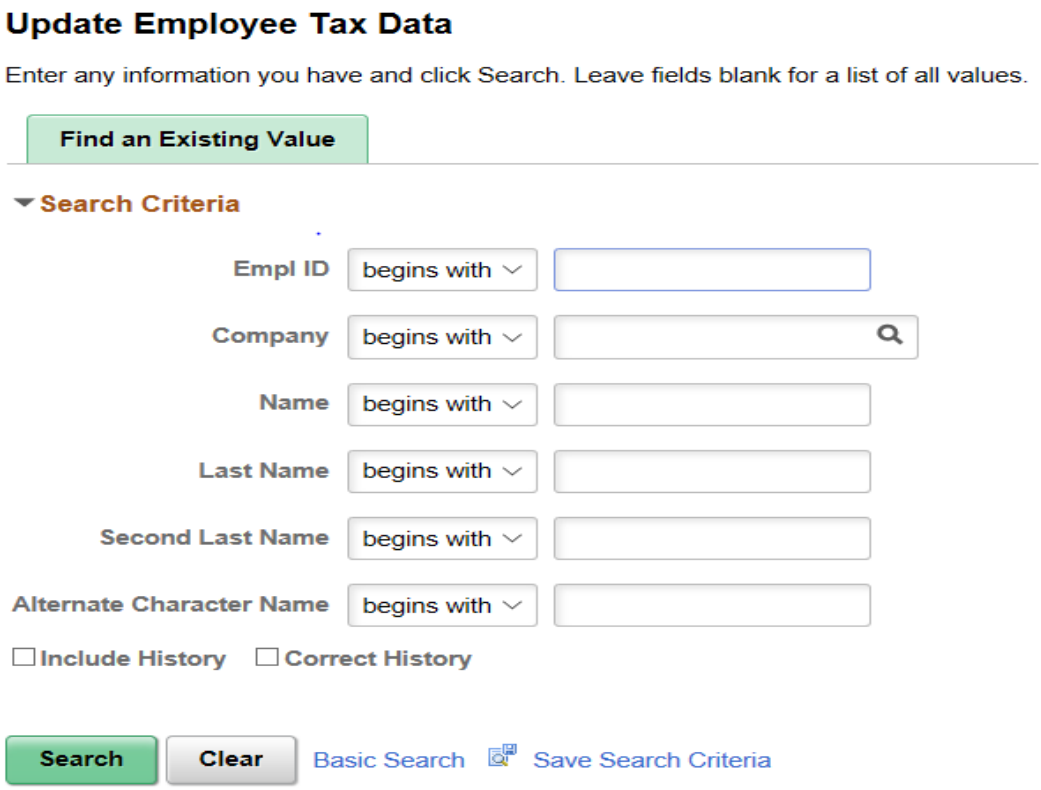
You can easily retrieve information from tables in SHARP using search fields

Basic Search



Basic search provides only one search field. Use the drop down to change the field used to search.

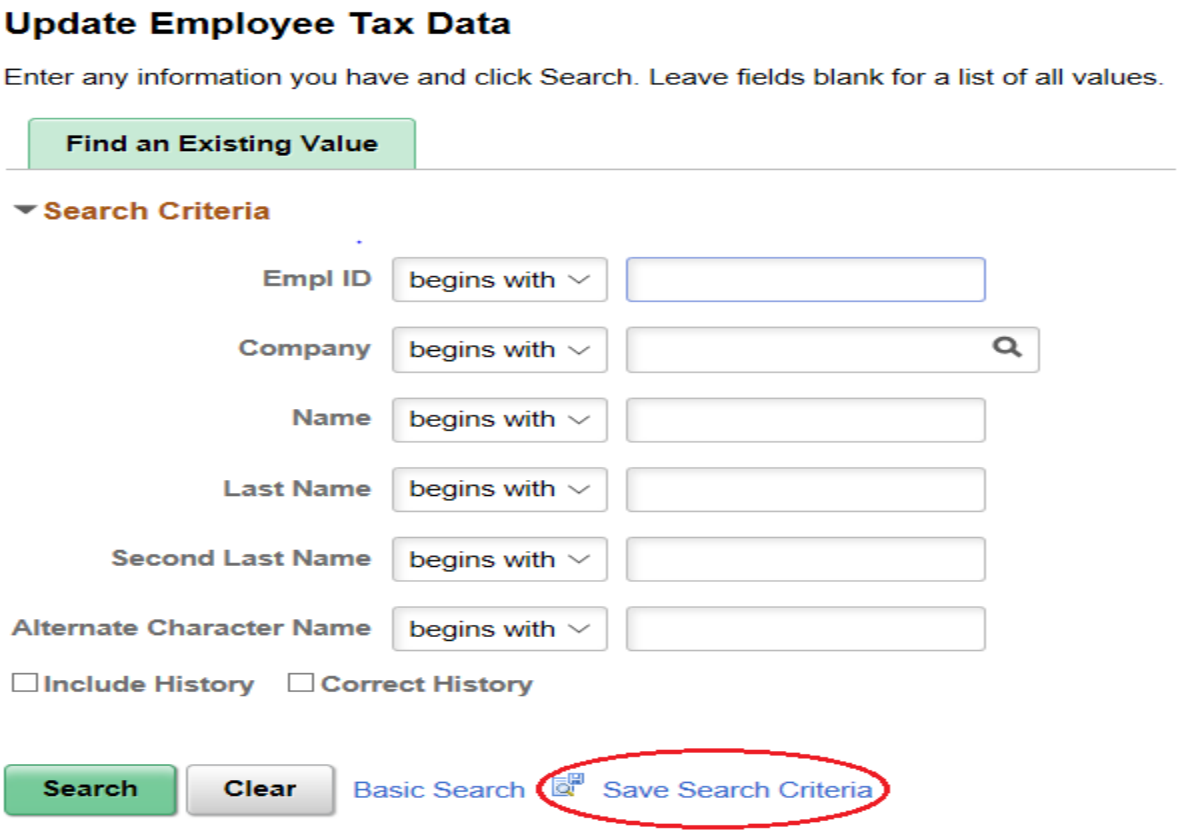
Advanced Search



Advanced search allows you to use a combination of search fields to limit the number of results. The more criteria you enter, the more you narrow your results.

The fields available for an advanced search are unique to each component.

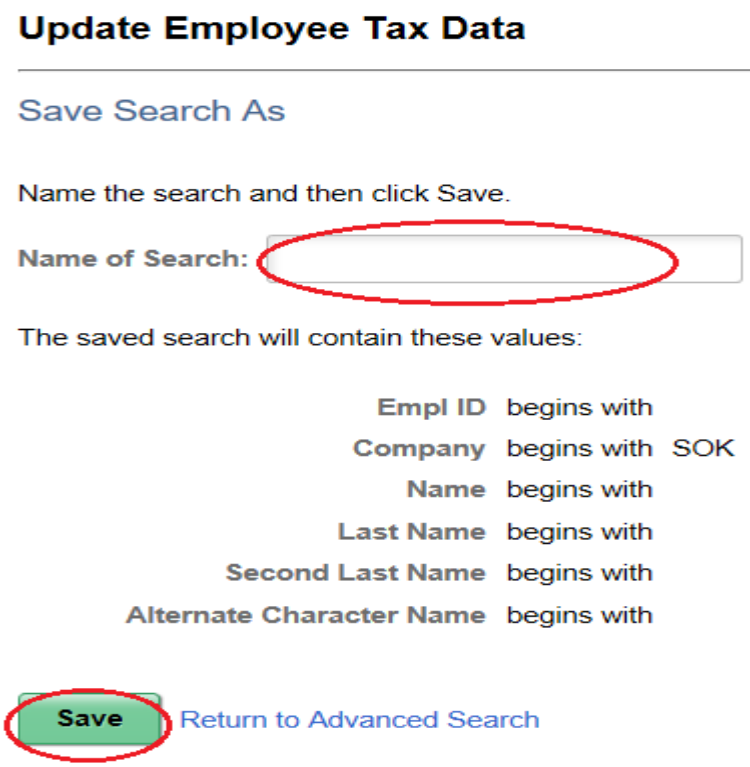
Saving Search Criteria - 1



If you tend to use the same criteria every time you look for information in a component, you can speed things up by saving your search criteria.

Click the **Save Search Criteria** link to save common searches.

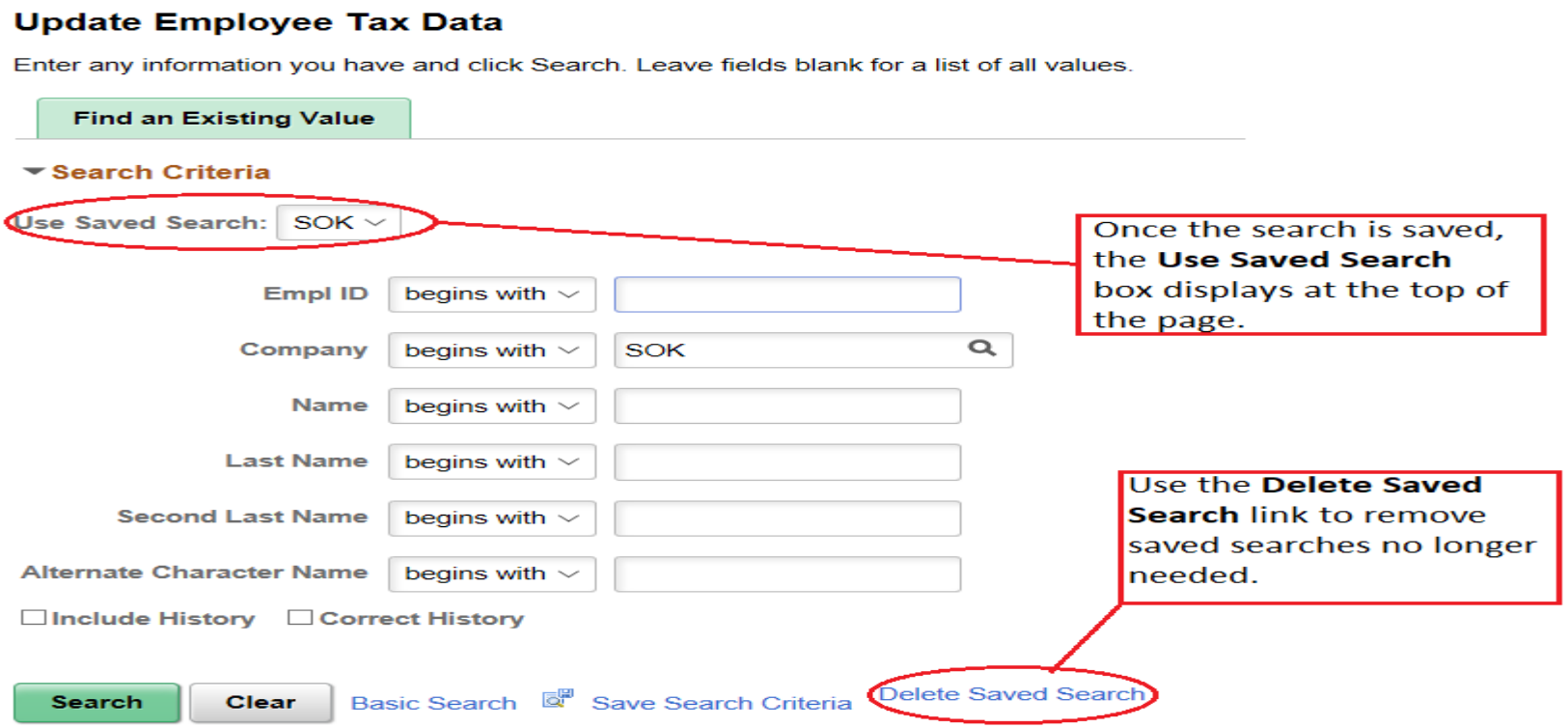
Saving Search Criteria - 2



The **Save Search As** page shows the criteria you are about to save.

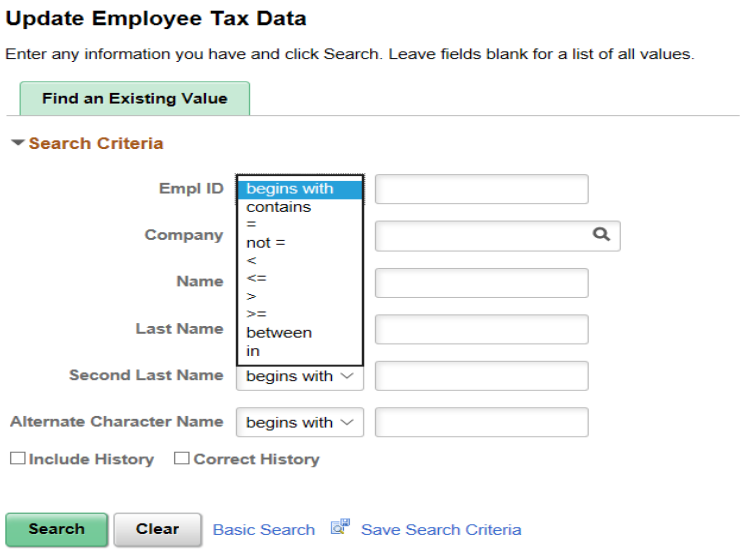
Enter a name for your search and then click the **Save** button.

Saving Search Criteria - 3



Lesson 3 : SHARP Searches

Operators and Wildcards



Operators are used to narrow search results. By default, when you enter criteria in a search field, all rows of data that begins with that criteria are returned.

Wildcards are characters that substitute for other characters in search criteria. Use a percent sign (%) in your search criteria to replace one or more characters if you are unsure of the exact value in the record you are trying to find.

TIP: If your search comes back "No Results Found," take out some of your search criteria to expand your results.



Lesson Checkpoint

Now is your opportunity to ensure that you are learning the lesson material. After you read the question, make your selection, then compare your response to the correct answer provided at the bottom of the page.

Lesson Checkpoint



The _____ button removes text from all fields on the search page so that you can enter new criteria.

A. Clear
B. OK
C. Save
D. Search

The correct answer is A – The Clear button clears text from all fields on the search page so that you can enter new criteria.

Lesson Checkpoint



What is the wildcard used to replace one or more characters in your search criteria if you are unsure of the exact value in the record you are trying to find.

A. ?
B. F1
C. %
D. *

The correct answer is C – The percent sign is the wildcard that can be used to replace one or more characters in SHARP searches.

Lesson Summary



Common buttons in SHARP are used for two purposes: 1) To search and review data and 2) To conduct data entry



SHARP provides both a Basic Search page and an Advanced Search page. The Advanced Search page provides more options for limiting search results.



Saving your search saves time if you tend to use the same criteria to search within a component



Operators and wildcards are used to enhance your search capabilities



The find feature is helpful when looking through large numbers of search results

In this lesson, I defined some common buttons in SHARP and explained how to perform searches. Listed on the left are some key concepts.



Lesson Completion

Congratulations! You have finished this lesson.

If you have another lesson to take, go back to the 9.2 Training Resources page to select the next lesson you want to take.

