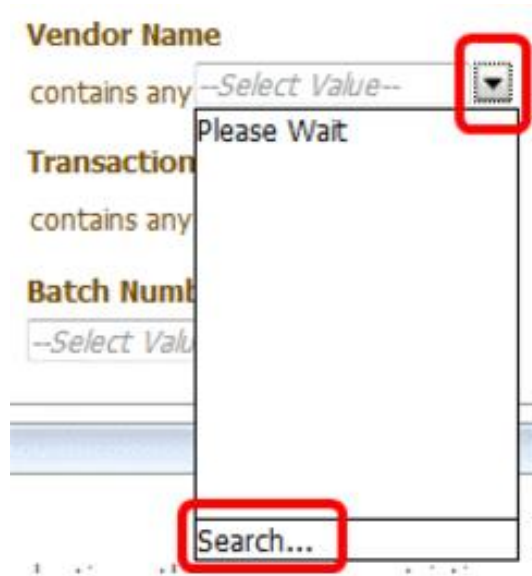


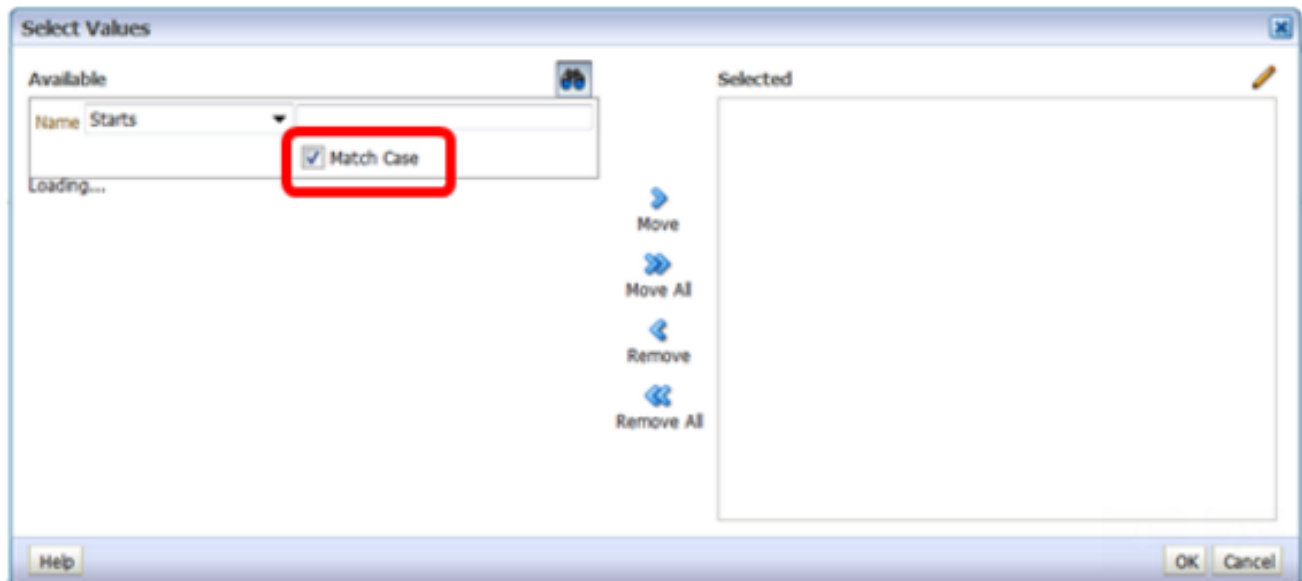
## Helpful Hint #1: How to Use the Search Feature in SUNY BI

When searching through a large list of items, like Vendor Name, the Search Feature comes in handy.

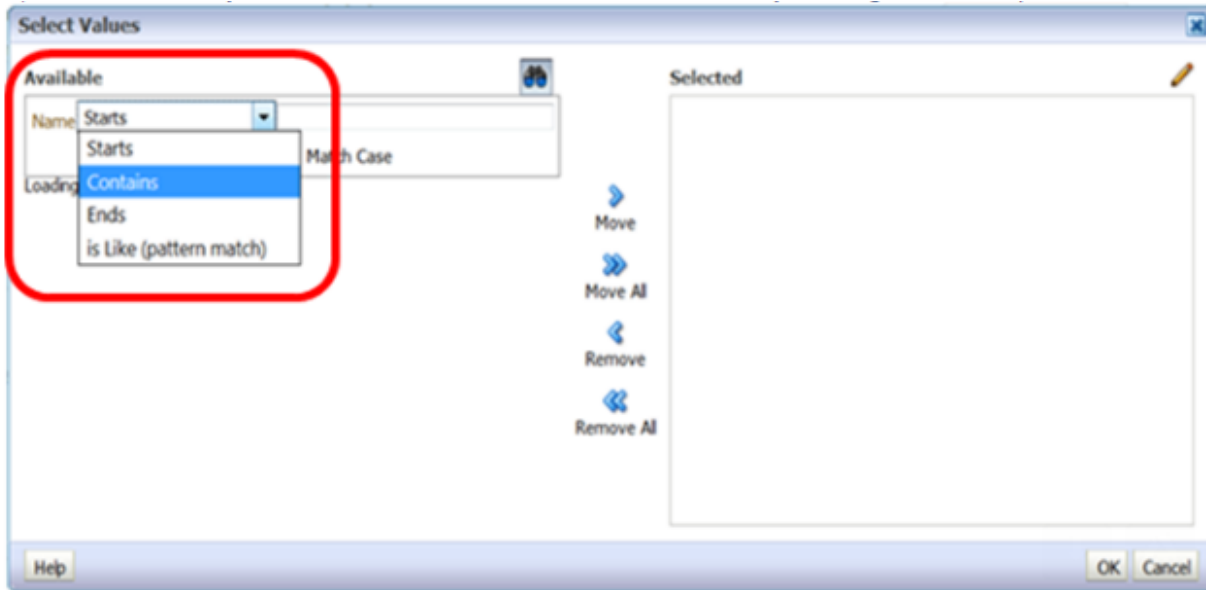
1. To use the search feature, click the drop down arrow and click on Search.



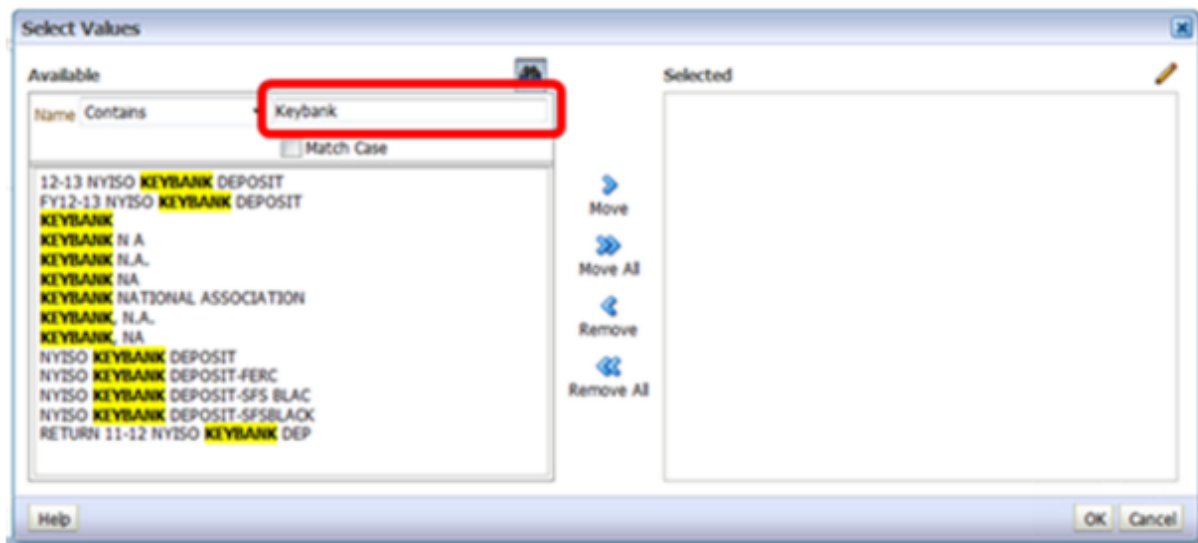
2. Note that BI is case sensitive, so if you are unsure of the capitalization, unmark the Match Case box by clicking on the check mark.



- Choose how you want BI to search for the vendor name by clicking on the drop down arrow and clicking on Starts, Contains, Ends, or is Like.



- Next type in what you want to search for in the box indicated.



5. There are Move, Move All, Remove, and Remove All arrows, these will move item(s) between 'Available' and 'Selected'. Click on the item(s) you want to query, BI will highlight it in light blue, and click the Move arrow. Click Ok when the item(s) you want to query are in the Selected area.

