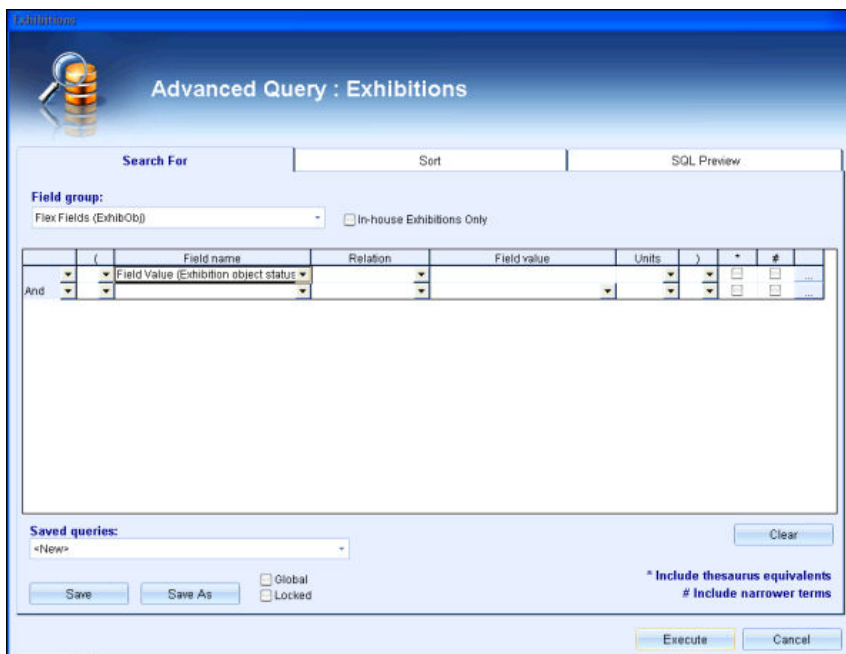


TMS 2010 Tutorial: Searching on Flex Fields

Name/Group Name	Value	Date	Remarks
Exhibition Object Appr...			
Curator Approved	<input type="checkbox"/>		
Loan Agreement St...	<input checked="" type="checkbox"/>		
Object Condition St...	<input checked="" type="checkbox"/>		

Flex Fields are user-defined fields that allow you to customize information tracking and workflow. A Flex Field can be either a free-text, drop-down (authority), or checkbox type field. You can also group Flex Fields together, and configure these grouped fields to share dependencies, as a means of managing workflow tasks for complex projects, such as exhibitions. Flex Fields are available in Objects, Exhibitions, and Loans. **Note:** You must use the **Advanced Query** tool to search for data entered in a Flex Field.



Advanced Query : Exhibitions

Search For: _____ Sort: _____ SQL Preview: _____

Field group: Flex Fields (ExhibObj) In-house Exhibitions Only

	(Field name	Relation	Field value	Units)	*	#
And		Field Value (Exhibition object status)					<input type="checkbox"/>	<input type="checkbox"/>

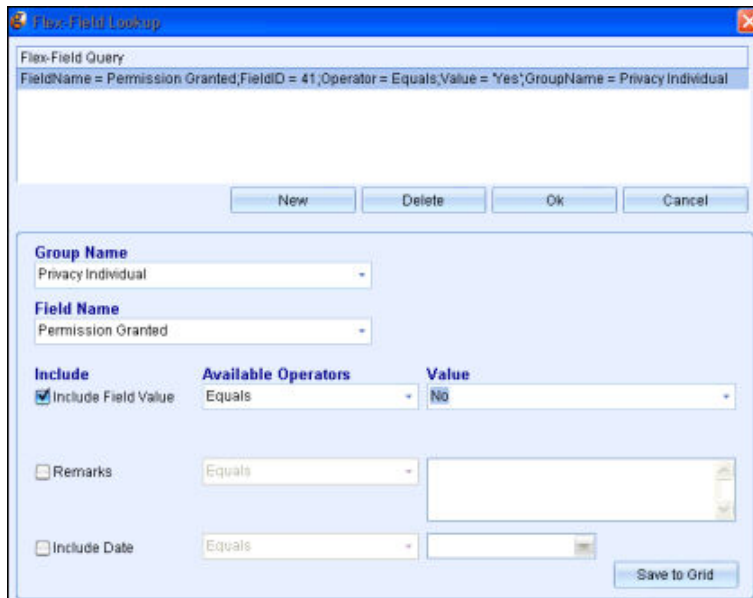
Saved queries: <New>

Global Locked

* Include thesaurus equivalents
Include narrower terms

To search for data entered in any of the Flex Fields added to the database:

1. Select **Advanced Query** on the query screen.
2. In **Field Group**, click the **down arrow**, and select **Flex Field** from the list. You may need to create a custom Field Group for Flex fields in the Configuration utility. For more information, see "TMS 2010 Tutorial: Configuring Query Groups."
3. In **Field Name**, click the **down arrow**, and select **Field Value** from the list.
4. Click the ellipses ("...") button to the right of the field.



The Flex Field Lookup screen appears.

5. Click **New** to activate the feature.
6. Click the **down arrow** to the right of the **Group Name** field (below), and select either **Ungrouped** or a **Group Name** from the list.
7. Click the **down arrow** to the right of **Field Name**, and select a field from the list.

The list of **Field Names** that appear on this screen depends on the **Field Group** you selected above. If you selected *Ungrouped* for example, only ungrouped field names appear on the list.

8. Check the **Include Field Value** box, select an **Available Operator** (*equals, not equal to, more than, less than, etc.*), and enter the value in the **Value** field to the right.

- When you select a **drop-down (authority) field**, you must select the appropriate term from the list that appears.
- When you select a **free-text field**, you must type in the value.
- When you select a **checkbox field**, you must check (or leave unchecked) the **True** box.

9. Click **Save to Grid** to apply the search criteria to the grid.

10. Repeat the steps outlined above to add additional fields to your search.

11. When done, click **OK**.

12. The search that you built on the 'Flex Field Lookup' screen now displays on the **Advanced Query** grid.

Exhibitions

Advanced Query : Exhibitions

Search For Sort SQL Preview

Field group:
 Flex Fields (ExhibObj) In-house Exhibitions Only

	(Field name	Relation	Field value	Units)	*	#
And		Field Value (Exhibition object status)	Equal to	FieldName = Curator Approved,Field			<input type="checkbox"/>	<input type="checkbox"/>

Saved queries:

Global Locked

* Include thesaurus equivalents
Include narrower terms

13. Click Execute to run the search.