Status bar right area (Employee and Customer Search)

In the right area of the status bar you will find the search function in the backend.



1. Search Filter

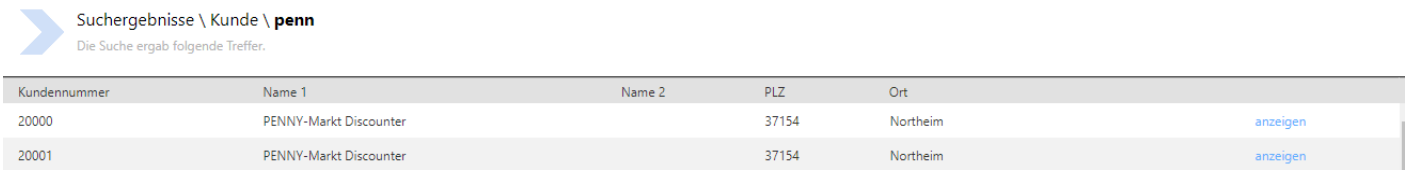
First select via the Dropdown list whether you want to search for Customers or Employees

2. Search Criterion

You can scroll through the Dropdown list and click on the desired entry.

Alternatively, you can enter your Search Term. The search is performed dynamically, i.e. as soon as matches appear in the list, these are displayed as Selected and all others are Hidden.

a) If you find an exact match in the list, you can click on it directly and go to the search result.
b) If you have multiple matches, use the magnifying glass under 6 and you will get a selection list of the matches, from which you can then make your Selection by clicking on “Display”.



3. Magnifying Glass

Performs a search with Filter and Criterion and takes you to the list of matches.

4. Log-Out

Use this button to log out of the portal.

Revision #7
Created 2026-08-31 10:49:29 UTC by n8n
Updated 2026-09-02 15:47:48 UTC by n8n