

Using the global search

Getting started

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Find any record, report or page in seconds with the search bar.

Beginner · About 5 minutes · Version 1.0 · Updated 17 November 2026

Overview

The search bar at the top of every screen is the fastest way to get around. It finds records (customers, items, invoices), pages (reports, settings) and lets you start new documents.

Steps

1. Click the search bar, or press **Ctrl + G**.
2. Start typing. Results appear as you type, grouped by type.
3. Use the arrow keys and press **Enter**, or click a result.

What you can type

Type this	You get
`Baraka`	Records with that name, such as the customer Baraka Supplies
`Sales Invoice`	The Sales Invoice list
`new sales invoice`	A blank Sales Invoice form
`Accounts Receivable`	That report
`ACC-SINV-2026-00016`	That exact invoice

Practical example

A customer phones about "the cement invoice". Type the customer's name in the search bar, open their record, then use the **Connections** tab to jump to their latest invoices.

Important notes

- Search only shows what your roles allow you to see.
- If you cannot find something, try a shorter part of the name.

Common mistakes

- Typing a very long, exact phrase. Short is better.

Next steps

Read List views and form views.

Related documentation

- Navigation and keyboard shortcuts
- List views and form views