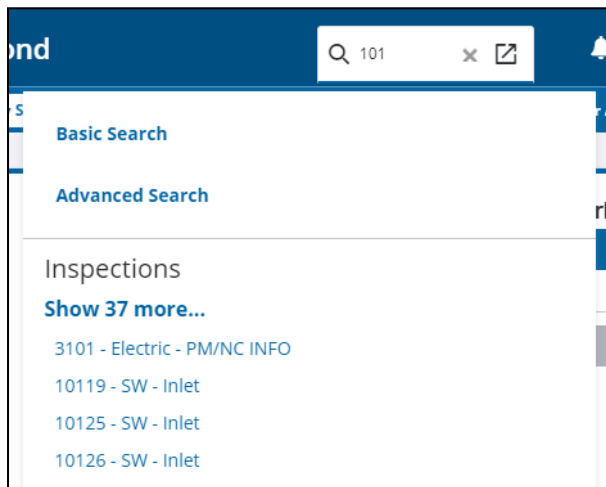


## Quick Search

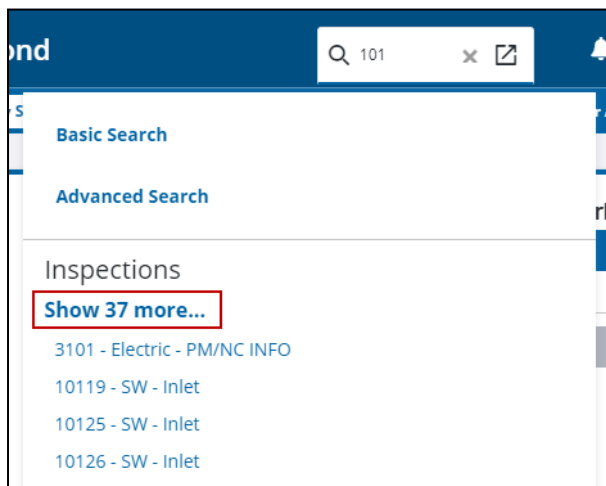
Quickly search for a work activity based on the record number. Any record that matches (or includes) the number appears in the results.

1. Click **Work activity search** and start typing a work activity ID number.

The first four activities that contain the numbers entered will appear in the search results.



2. To view more search results of one activity type, click **Show More** next to the work activity type.



3. Click the desired work activity to open it.

If you know the entire number of the work activity that you want to open, you can use the quick search to quickly open it.

4. Enter the exact work activity ID and press **Enter**.

If no other work activity type has the same ID, then the work activity will open automatically.