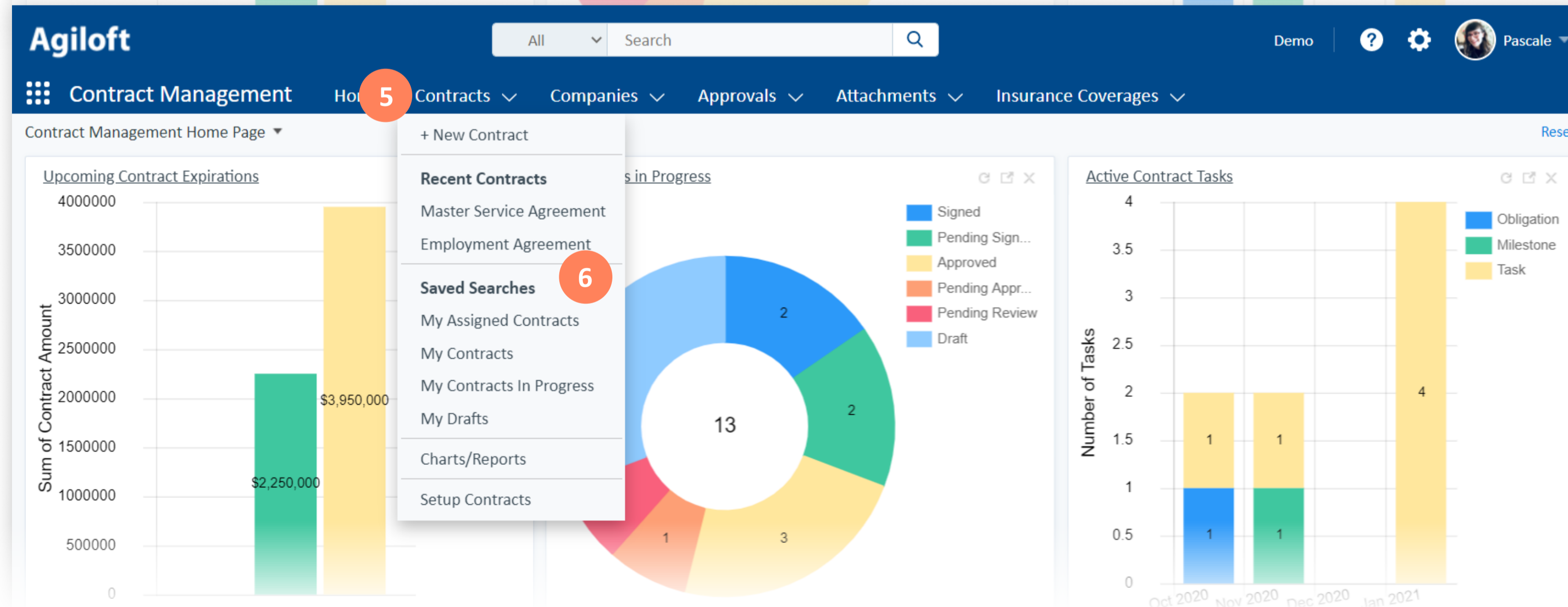
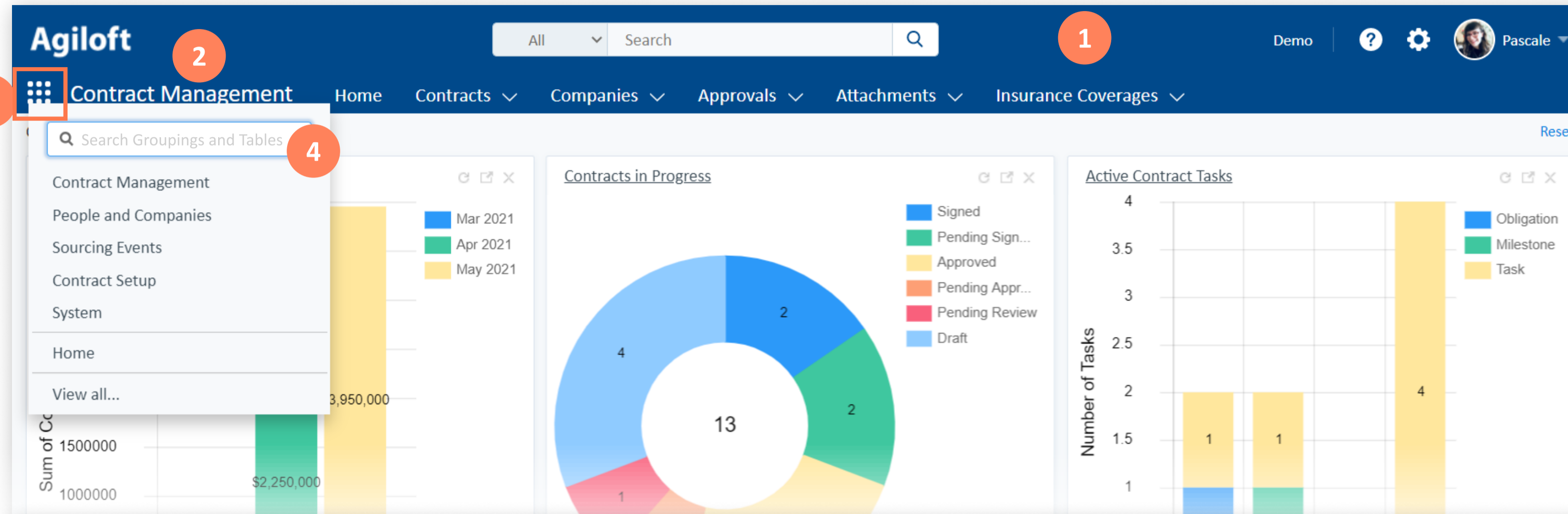


A new way to navigate...



- 1 Tables are now displayed across the top of the screen
- 2 The name of the active table grouping (e.g. Contract Management) is displayed in the top left
- 3 Click the menu icon to switch to a different table grouping
- 4 Search for modules or tables, or click View All to see a complete list
- 5 Click directly on a table name to navigate to it
- 6 Click on a table's dropdown arrow to see related options
 - Create a new record
 - See recently viewed records
 - Access saved searches

Tips and Tricks

Organize table groupings so they suit particular types of users or teams.

If you use the menu search to access a table not in your active grouping, it will be added at the end of your grouping until the next time you log out!

A new way to search...

The screenshot shows the Agiloft Contracts Management interface. At the top, there's a navigation bar with 'Contracts' selected. A search bar is visible in the top right. Below the navigation, there's a table of contracts with columns for ID, Contract Title, Company Name, Status, and Contract End Date. A search pane is open on the right side, showing a text search box and several quick filters like 'Company Name' and 'Status'. A custom filter dialog is also open, allowing users to define filters based on field, operator, and value.

ID	Contract Title	Company Name	Status	Contract End Date
246	Customer Service Demo	Apple Inc	Active	Apr 30 2021
188	Amendment to support contract for Acme Fremont	New Company Limited	Active	Jun 09 2023
148	Acme NDA	Acme Micro	Active	Mar 22 2021
69	Customer service for one year	Microsoft	Active	Apr 27 2021
41	Hosted service subscription for one year	Apple Inc	Active	Mar 15 2021
35	Hosted service subscription for one year	Apple Inc	Active	May 16 2021
33	Hosted Service of Agiloft Platform by Dunder Mifflin		Active	May 01 2021

- 1 Clicking the filter icon opens the new search pane
- 2 The basic text search box appears first, with familiar options beneath it
- 3 Quick search filters can be added for easy access by editing your view (similar to enabling quick edit); here we've added Company Name and Status
- 4 For greater flexibility, add custom filters by clicking the **+**
- 5 The bolded text beneath the table name indicates how your records are being filtered
- 6 Using the global search has the same effect of bringing you to the selected table and opening the search pane

Tips and Tricks

An alternative to clicking Show All is to click Clear All Filters in the search pane. They achieve the same result!

You can remove individual filters by clicking Clear if it's a quick filter, or the **X** if it's a custom filter.

Click on a custom filter to edit it directly!