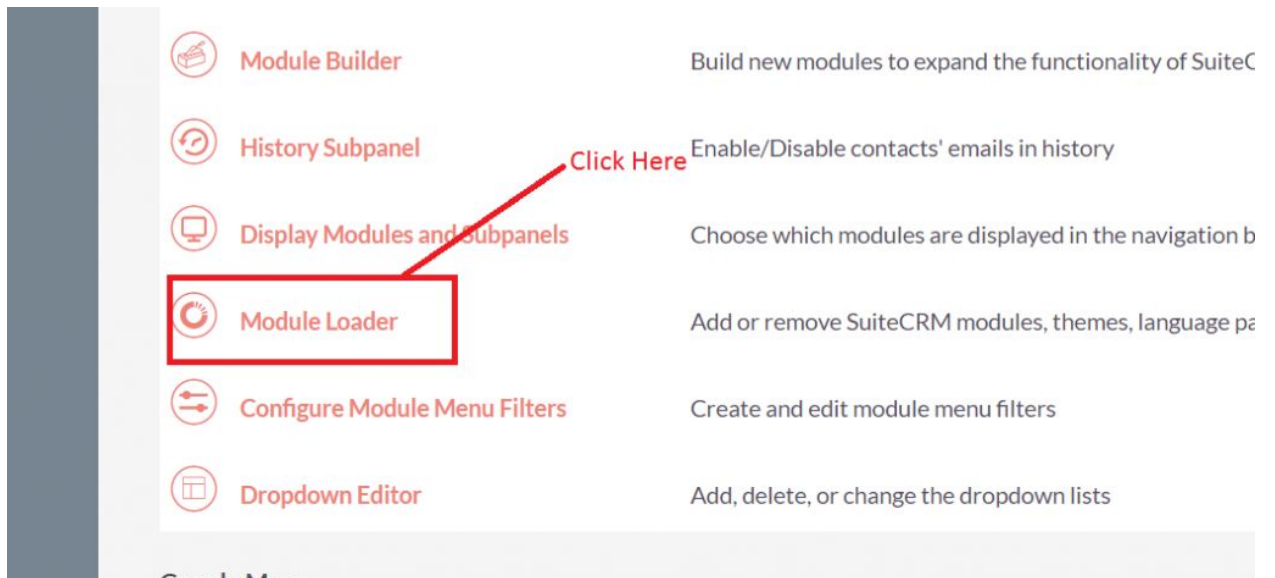# Faster Global Search for SuiteCRM

Pre-requisites

Please follow the below steps before installing the Global Search.
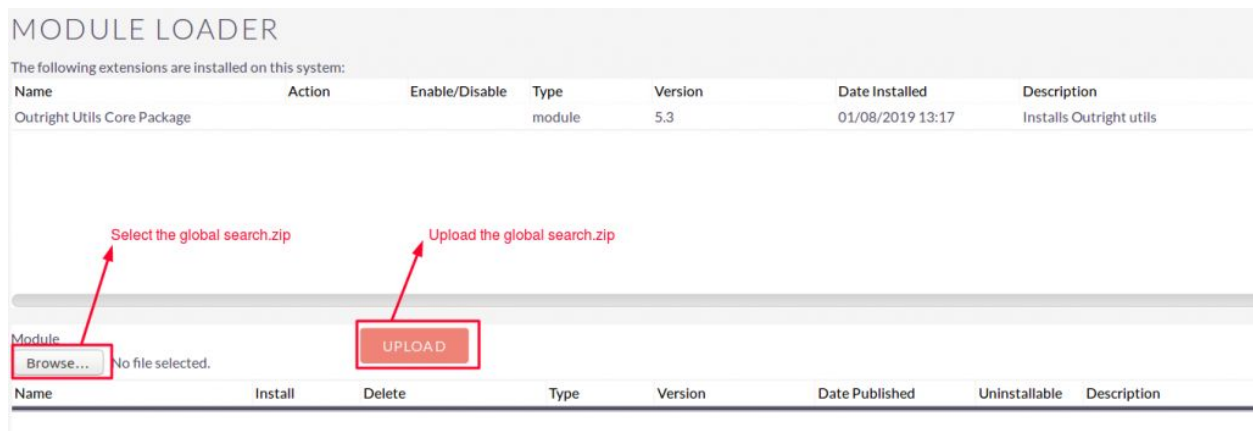
1. Log in as an Administrator.
2. Verify the CRM version should be compatible with Global Search.
3. CRM should have the Outright utils file, if not then install the Outright Utils package first then install Global Search.
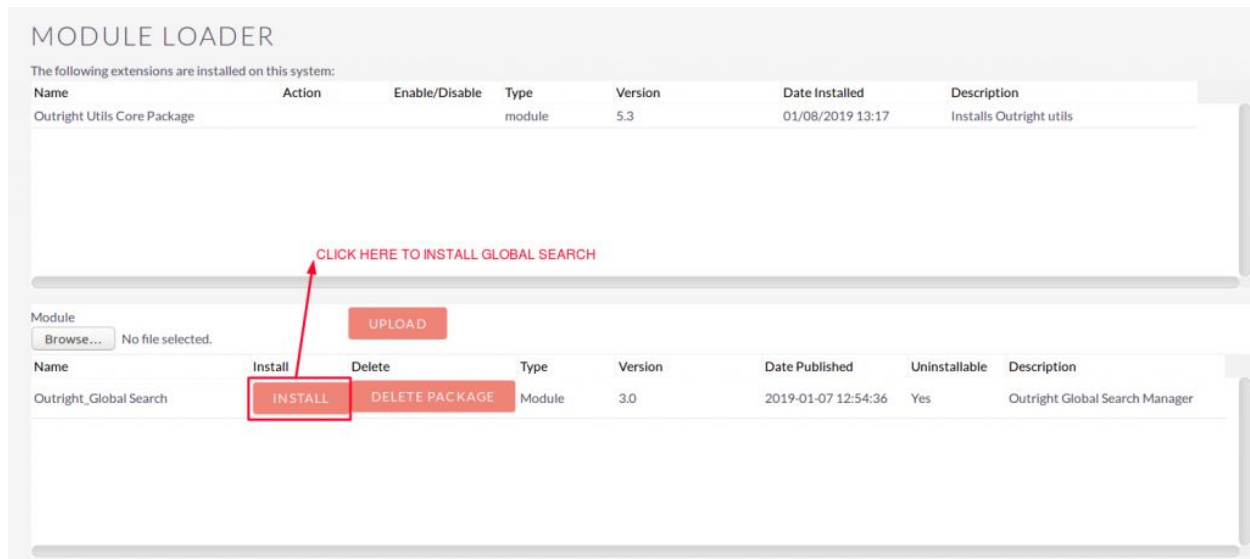
Installation Guide:-

1. Go to the Administration page.

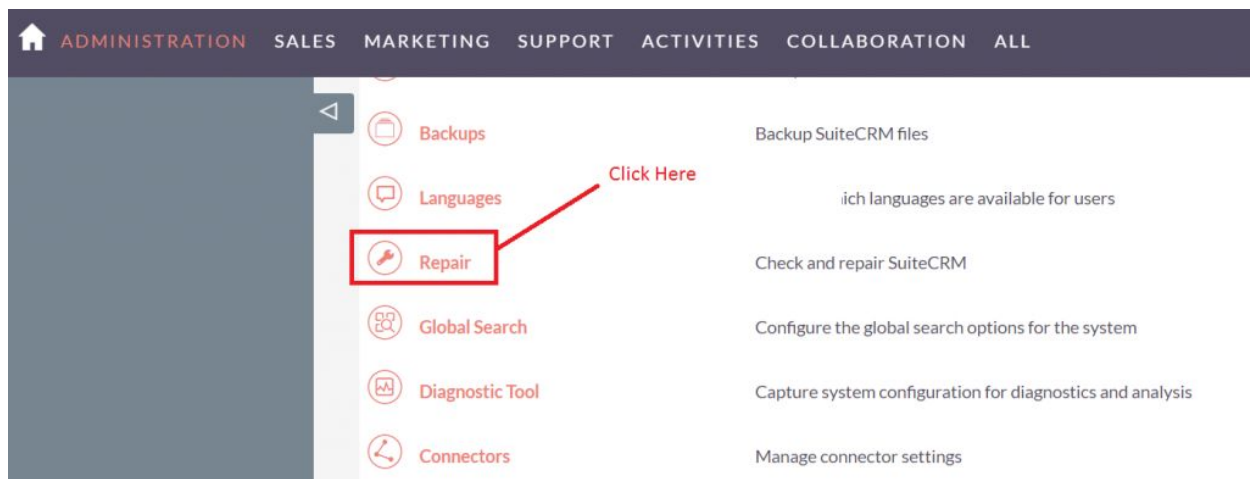2. Click on "**Module Loader**" to install the package.

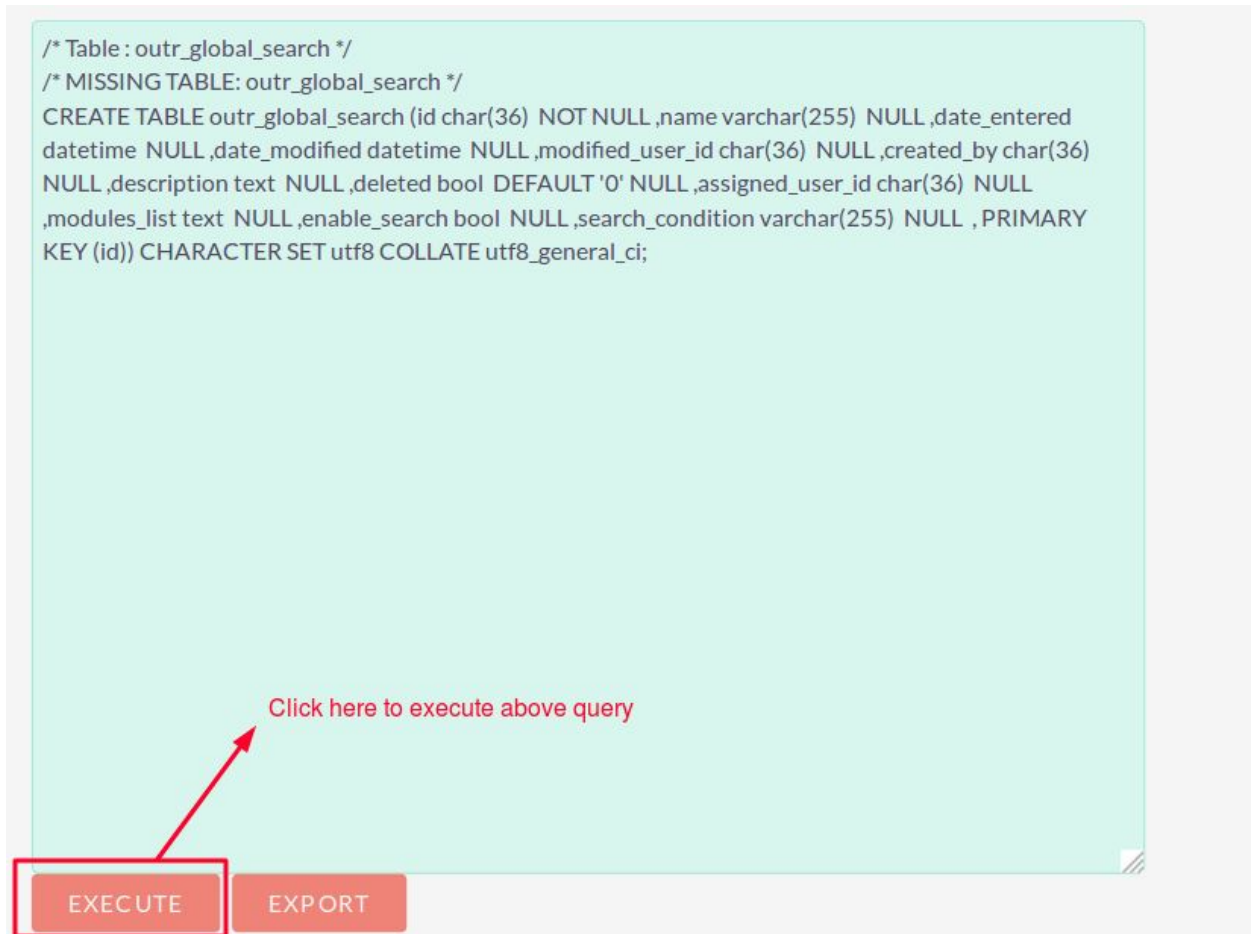3. Click on "**Choose File**" button and select the Global Search.zip

4.Click on "**Upload**" to upload the file in CRM and then click on the Install button.

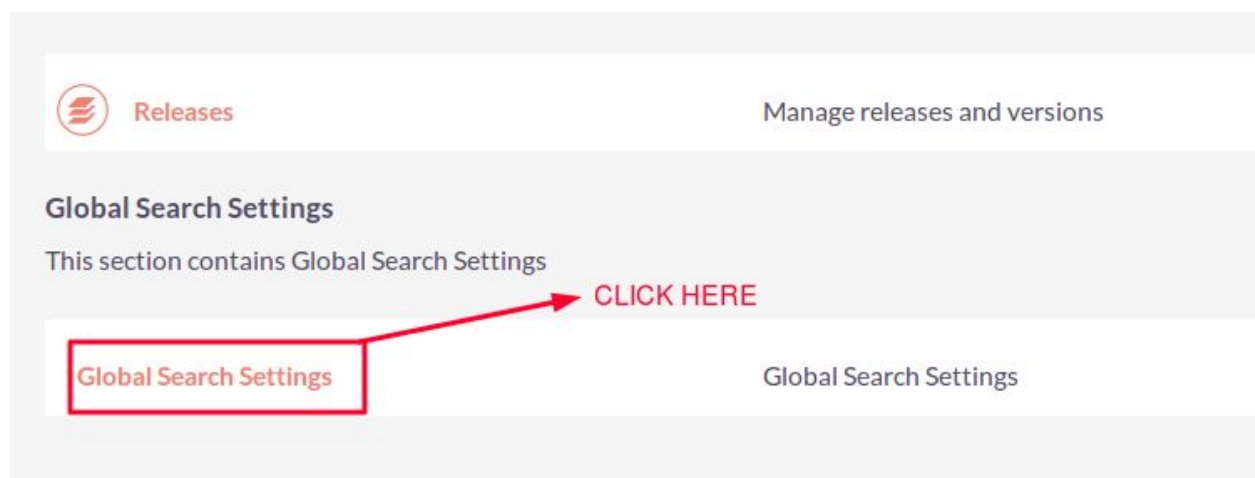5. Again go to the Administration page and click on repair.

6. Click on "**Quick Repair and Rebuild**" and click on execute button.

```
/* Table : outr_global_search */
/* MISSING TABLE: outr_global_search */
CREATE TABLE outr_global_search (id char(36) NOT NULL ,name varchar(255) NULL ,date_entered
datetime NULL ,date_modified datetime NULL ,modified_user_id char(36) NULL ,created_by char(36)
NULL ,description text NULL ,deleted bool DEFAULT '0' NULL ,assigned_user_id char(36) NULL
,modules_list text NULL ,enable_search bool NULL ,search_condition varchar(255) NULL , PRIMARY
KEY (id)) CHARACTER SET utf8 COLLATE utf8_general_ci;
```

Click here to execute above query

EXECUTE   EXPORT

NOTE: after installing each plugin, It is mandatory to repair and execute.

User Guide:-

1 Go to the admin section and click on Global Search Settings.

2. Global Search Settings.

Name : Enter a name for settings.

Search Modules : Select those modules whom you want to perform search Functionality.

Enable Search : Check this box if you want to enable the search for all selected modules.

Search Action :   We have three search actions.

1. **Begins with**: If you want to find records by starting alphabets then select this option.
2. **Equal :** If you want to find records by exact name of record then select this option
3. **Includes :** If you want to find records   middle name of record then select this option.