

Brix Basics

About filters and finding data in lists

Brix lists offer three ways of finding data. They differ in what is entered into them and how far they reach:

Icon	Control	Purpose
	Filter	A dimension is entered — period, partner, document type, status. It determines which records are loaded from the database.  Data of an individual document, e.g. an invoice number, is not entered in the filter; use Search for that.
	Quick search	Works on the current display. The system hides every line that does not contain the entered term — ideal for finding your way around long lists. It does not query the database, only the lines already loaded on screen.
	Search	Used for a deep lookup in the database. The system fetches the exact records (e.g. in the invoice list, by invoice or order number) even if they are not currently loaded on screen.

In short: **Filter** determines what is loaded, **Quick search** what is shown, **Search** what is fetched.

Display limit and warning

When working with large amounts of data, pay attention to the visual indicators inside the quick search box:

- **Limit of 1000 lines**

To keep the application fast, Brix always loads at most the **first 1000 lines** of data from the database.

- **Orange warning triangle**

If an orange triangle icon appears in the **quick search** box, the database holds more than 1000 records.

-  In that case the **quick search** searches only the 1000 lines currently loaded on screen. If the record you are looking for is not among the first 1000, the quick search will not find it even though it exists in the database.

- **Solution**

If you see the warning icon and the quick search does not find the record, narrow the **Filter** or use **Search**, which performs a deep lookup of the whole database.

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