

Search to selection: How to find and choose an object within an OMP.

Before proceeding with the instructions in this OMP page it is crucial to familiarize yourself with the various **sections** of the page (i.e. **toolbar, blue ribbon, table and form**). If you are not yet acquainted with this information, please click [here](#).

Instructions :

1. Open the Object Management Page (OMP). Generally, the OMP for most object types can be accessed from the menu in the homepage. However, the method of launching may differ based on the specific type of object.
2. Locate an object in the table section by entering a search term into the search field, which is located in the Blue ribbon. You can use any of the following information as your search term :
 - **Object name** : This refers to the main detail that describes the type of object. For example, for patients, this attribute is the patient's name. For services, it is the service description.
 - **Object number** : Every object has a special number. You can use this number to search for the object within the table. The name of this number changes based on the type of item. For instance, for customers, it is called the customer number. For suppliers, it is known as the supplier number.
 - Depending on the type of object, you can use more than just the object name and number to find it in the table. For example, you can use the medical aid number to search for patients. Similarly, the item code can be used to search for inventory items.

As you type any of the above listed search terms, the table section is updated by filtering out any objects that do not match the search parameter.

3. After sufficiently narrowing down the table, you can select or focus on a single object by:
 - Navigating the table using the up/down arrow keys on your keyboard.
 - Selecting a specific table row with a left mouse button click.

An object in focus is distinguished by a blue highlight in the table.

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