File

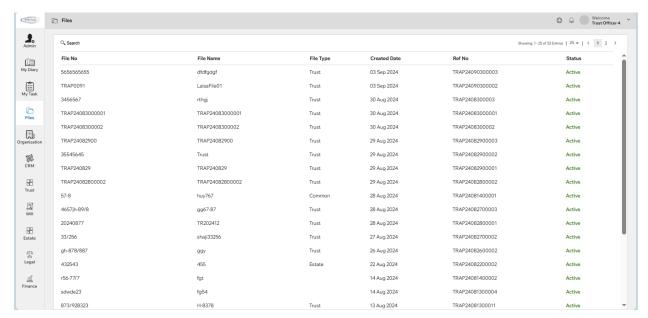**User : Trust Officer, Estate Officer, Met,TI,Accounts officer**
This screen helps to Search and View the Accounts. To navigate to this screen click on the **Files** from the menu and click **File**.
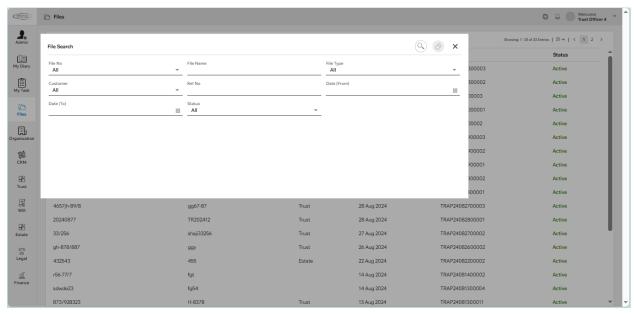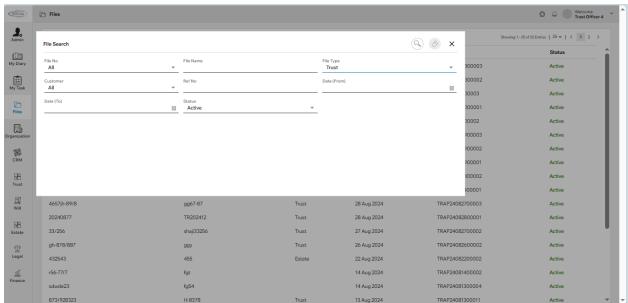

Search Criteria

1. Click **Search** button, **File Search** pop up will be displayed, wherein the user can search based on the given parameters.
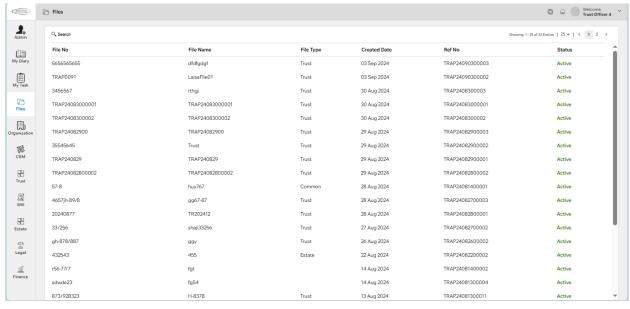
2. Enter/Select any of the fields among File No , File Name , File Type , Customer , Ref No , Date (From) , Date (To) , Status.
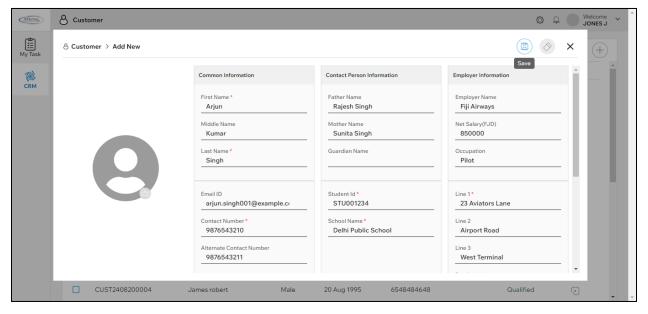

3. Click the **Search** icon on top of the pop up to get corresponding results.
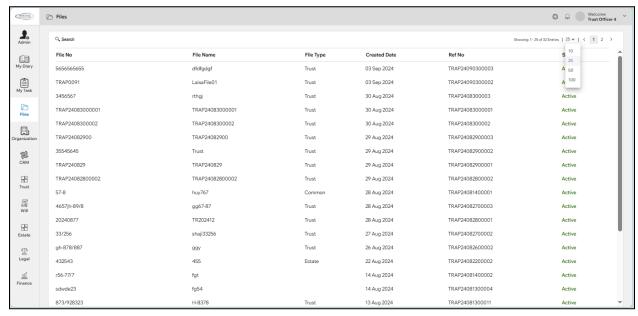
4. Click the **Clear** icon next to the search icon to clear all the entered values in the fields.

5. Click the Clear icon next to the search icon to clear all the entered values in the fields.
6. Click the Close button to exit the search panel.
7. Select the page number to directly go to that particular page.
8. Click the Next (>) button on the top right corner to navigate to the next page.
9. Click the Previous (<) button on the top right corner to navigate to the previous page.

10. Select the Records count on the top right corner to show the required number of records per page.

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