The Report Distribution System (RDS) is a subsystem of the Florida Accounting and Information Resource (FLAIR) system where reports are stored and managed electronically. FLAIR reports may be requested through the Recurring Reports (RP) function in FLAIR, either immediately or on a recurring basis. Users may also request reports from Central Accounting, Payroll and Information Warehouse for up to three years.

Find Command

When you are using the onscreen viewer, the FIND command allows you to search for a specific character string in a report. A Character string is any combination of letters, numbers or symbols and the string does not have to be a complete word or phrase. If you use a Character String that includes spaces, the character string must be enclosed in single or double quotations (ie. “Division of Administration”).

Using the FIND Command
1. On the Command Line, Input F and space
2. Type the Character string for your search
3. Press ENTER

Example: F XXXXX where F=COMMAND and 333333333999=character string

The first occurrence of the string in the report will display at the top of the page.

You can press the PF5 key to repeat the command through the report to find the same character string. This can continue until you reach the end of the report.
Search Command

The Search command is similar to the Find command, in that it locates a character string within a report. The difference between the Search and Find commands is that the Search command locates and displays only the lines that match the string. The Search Command is used when searching for multiple occurrences within a report.

Example: $ XXXXX where $=COMMAND and 060000=character string

Report lines matching the character string are taken out of context and displayed alone. A Page/Line reference where the line resides in the report will display.

From the Search Index, the user can go directly to a specific line of the report by placing the cursor on the line desired and press ENTER. (Please see RED arrow above; search results displayed below.)


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