

# Collaborative Planning Using Search Criteria

Using search criteria will eliminate system performance issues that prevent results from being returned and also prevents other users from logging into Collaborative Planning. This is a temporary fix while the long term fix is completed.

Log onto Collaborative Planning - <https://gfcp.motorolasolutions.com>

Click the Planning Tab and you will land on the Horizontal View page.

Go the Supplier field.

The screenshot displays the 'Horizontal View' page in the Collaborative Planning system. The navigation bar at the top includes 'Home', 'Exceptions', 'Planning' (highlighted with a red box), and 'Admin'. Below the navigation bar, the 'Horizontal View' tab is also highlighted with a red box. The main content area is titled 'Horizontal View' and contains a 'Search' section. This section includes several search criteria fields: 'Item', 'Customer', 'Supplier', 'Customer Item', and 'Order Type'. Each field has a search icon to its right. The 'Supplier' field is highlighted with a red box. A 'Go' button is located below the search fields. At the bottom of the search section, there is a 'Display Using Preference Set' dropdown menu set to 'Complete Horizon', an 'Edit Preference' button, and another 'Go' button.

In the Supplier field, enter your supplier name. You can enter a portion of the name and a list will appear for you to select from. Even if you enter your supplier name in full, you must wait for the the little window to open which displays the supplier name and then choose it. If you fail to select the supplier name from the list then you may not get any data returned, even though data exists.

Click the Go button and the results will be displayed on the screen.

The screenshot shows the 'Horizontal View' search interface. At the top, there are navigation tabs: Home, Exceptions, **Planning**, and Admin. Below these are sub-tabs: Horizontal View, Vertical View, VMI, Forecast Comparison, Create Order, Planner Workbench, and Custom View. The main section is titled 'Horizontal View' and contains a 'Search' section. There are four search fields: 'Item', 'Customer Item', 'Supplier Item', and 'Customer'. The 'Supplier' field is highlighted with a red box and contains the text '920000 Motorola Solutions'. Below the search fields is a 'Go' button. At the bottom, there is a 'Display Using Preference Set' section with a dropdown menu set to 'Complete Horizon', an 'Edit Preference' button, and a 'Go' button which is also highlighted with a red box.

A second way to query by supplier name is to click the magnifying glass next to the Supplier field.

This screenshot shows the same 'Horizontal View' search interface. The 'Supplier' field is now empty and is highlighted with a red box. A yellow arrow points to the magnifying glass icon next to the 'Supplier' field. The 'Go' button at the bottom right is also highlighted with a red box. The rest of the interface, including the navigation tabs and preference set section, remains the same as in the previous screenshot.

A new window will open. Enter the first few letters of your supplier name and click Go.

**Search and Select: Supplier**

Cancel Select

**Search**

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By Supplier Name  Go

**Results**

Select	Quick Select	Supplier Name
	No search conducted.	

Cancel Select

The results will be displayed in the Results section. Click the Select button to choose the correct supplier name. Then click the Select button in the bottom right.

**Search and Select: Supplier**

Cancel Select

**Search**

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By Supplier Name 92000 Go

**Results**

Select	Quick Select	Supplier Name
<input type="radio"/>		920000 Motorola Solutions Israel Limited

Cancel Select

You will be taken back to the Horizontal View Page where the supplier name you selected is displayed in the Supplier field. Now you can click the Go button and the results will be displayed on the screen.

The screenshot shows a web application interface with a dark blue header. The header contains navigation tabs: Home, Exceptions, Planning (selected), and Admin. Below the header is a secondary navigation bar with links: Horizontal View (selected), Vertical View, VMI, Forecast Comparison, Create Order, Planner Workbench, and Custom View. The main content area is titled 'Horizontal View' and contains a 'Search' section. The search section has several input fields: Item, Customer Item, Supplier Item, Customer, Supplier, and Order Type. Each field has a search icon to its right. The 'Supplier' field is filled with '920000 Motorola Solutions' and is highlighted with a red rectangular box. Below the search fields is a 'Go' button. At the bottom of the search section, there is a 'Display Using Preference Set' label, a 'Complete Horizon' dropdown menu, an 'Edit Preference' button, and another 'Go' button. This second 'Go' button is also highlighted with a red rectangular box.

### Important:

The recommended and best way to limit your query is the Supplier field. Most of the other search criteria fields will not be useful to you. Do not use Customer Item, Supplier Item or Customer. You may use Item but that will only allow you to view one item at a time. You may also use Order Type.

If you are part of a supplier hierarchy where more than one supplier name/id within that hierarchy has demand from MSI, then you will have to query each supplier name separately to view and export the results.