SEARCHING FOR TERMS

Enter the term you are searching for in the Search For field. Choose Search to start.

Either a term search results list or messages will appear. If the message No terms found appears, check the spelling of the term or broaden the search by using asterisks. If the message Try a more exact term search appears, use narrower search criteria instead.

Note: You may use an asterisk (*) or more than one asterisk to search for incomplete words. The search does not distinguish between uppercase and lowercase letters.

Examples:

- The search combination busin* will find all terms starting with the letters "busin".
- The search combination Company * will find all terms starting with "company" and "Company" followed by a space between it and the next word.
- The search combination d*i*l*b*u* will find all words using the letters in this order, such as daily backup and distributable budget.

Note: For system performance reasons, you cannot search for all terms by using only a single asterisk in the Search Term field, and the number of search results is limited.

LANGUAGE SETTINGS

Select the In All Languages box to search for a term in every language. Leave the box unselected in order to select the language direction with the From and To dropdown boxes – the default source language is English and the default target language is German.

Reverse the language direction by choosing the Swap button.

Choose Only for monolingual search. Select the language with the From dropdown box.
ADVANCED SEARCH SETTINGS

Leave the Advanced Search box deselected to search for terms in all components (i.e. subject fields) in the term database.

Select the box to select components individually or in groups.

Use the Filter and Sort functions to search for and reorganize individual or grouped components.

Note: You may use an asterisk (*) or more than one asterisk to filter for incomplete words. The filter does not distinguish between uppercase and lowercase letters.
**Examples:**

- Entering Fi"in the Component field and selecting the Filter symbol will find all component abbreviations starting with the letters "Fi".

- Entering *Fi* in the Component Description field and selecting the Filter symbol will find all component names that include the letters "Fi".
- Choosing the Sort symbol for the Component Description field will reorganize the list using the selected component names (i.e. subject fields) in alphabetical order.

DISPLAYING TERMS

When a results list appears the number of results matching the search parameters appears at the top of the list followed by an overview of basic term entry information.

The list automatically sorts alphabetically by term. Use the Sort function to change the sorting using any named column, either ascending or descending.

- The term type is the classification of the term entry. Place the cursor over the term type symbol for floating help explanations.
- The term in the search language is paired with the equivalent term in the other language.

Click on the term or its equivalent to see additional details for the entry. If the term entry in the results list is a variant of a term (such as a synonym or an abbreviation) click on that entry to see the main entry in the details.

If a term does not appear with an equivalent in the other language, the equivalent has not yet been translated or validated in the central SAPterm database.
Click on the **Additional Languages symbol** to see equivalent terms when available in additional languages. Scroll down to see all terms.

If a term entry has **definitions** in the search language these will appear with the term.

The abbreviation of the **component** indicates the subject field of the term.

Use the **Filter** function to limit the list further by component.

Click on the **Other Components symbol** if it appears in the far column to see additional subject fields in which the term is used.

Choose **Back** to **leave the results list** and return to the search screen.

**Tip:** If the SAPterm.com frame makes it difficult to scroll between items, choose **Open in full screen mode** at the top of the page.

**CONTACTING SAP**

Send feedback e-mail to **SAP Globalization Services** if you have questions or comments about technical aspects of SAPterm.com or concerning the terms and definitions.

Search for the keyword “terminology” on the **SAP Community Blogs** to learn, share, and network about SAPterm.com and other terminology management issues.