

SESAP Quick Start Guide

Overview of Search and Filtering

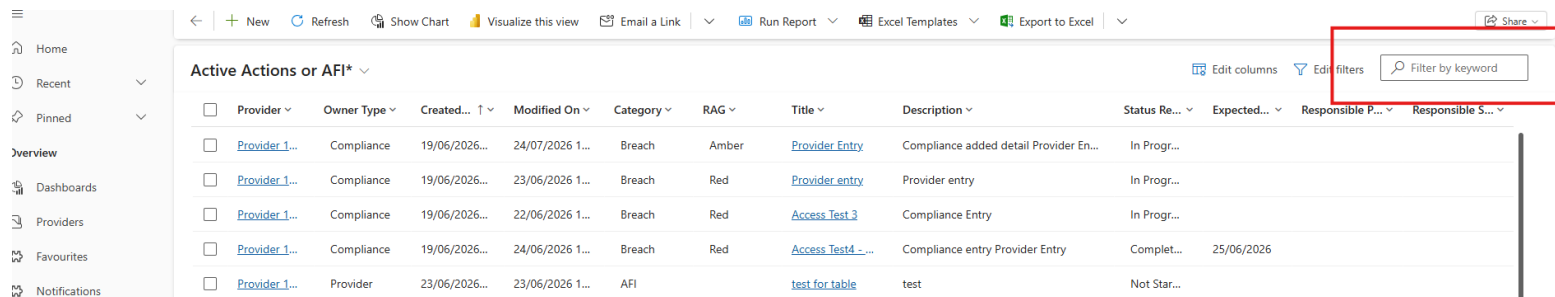
This document shows you how to search and filter in SESAP.

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Created by SESAP Support Team

Search and Filtering

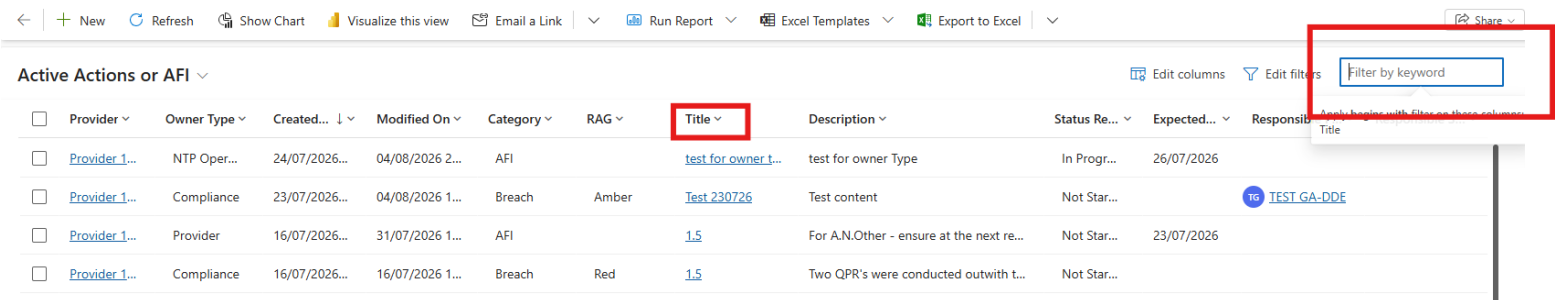
1. Within the entities in SESAP there is a filter by keyword option:



The screenshot shows the SESAP interface with a sidebar on the left containing navigation links like Home, Recent, Pinned, Overview, Dashboards, Providers, Favourites, and Notifications. The main area displays a table titled 'Active Actions or AFI*'. Above the table, there are various action buttons like New, Refresh, Show Chart, Visualize this view, Email a Link, Run Report, Excel Templates, Export to Excel, and a Share button. A search filter box labeled 'Filter by keyword' is highlighted with a red rectangle in the top right corner of the table area.

Provider	Owner Type	Created...	Modified On	Category	RAG	Title	Description	Status Re...	Expected...	Responsible P...	Responsible S...
Provider 1...	Compliance	19/06/2026...	24/07/2026 1...	Breach	Amber	Provider Entry	Compliance added detail Provider En...	In Progr...			
Provider 1...	Compliance	19/06/2026...	23/06/2026 1...	Breach	Red	Provider entry	Provider entry	In Progr...			
Provider 1...	Compliance	19/06/2026...	22/06/2026 1...	Breach	Red	Access Test 3	Compliance Entry	In Progr...			
Provider 1...	Compliance	19/06/2026...	24/06/2026 1...	Breach	Red	Access Test4 -...	Compliance entry Provider Entry	Comple...	25/06/2026		
Provider 1...	Provider	23/06/2026...	23/06/2026 1...	AFI		test for table	test	Not Star...			

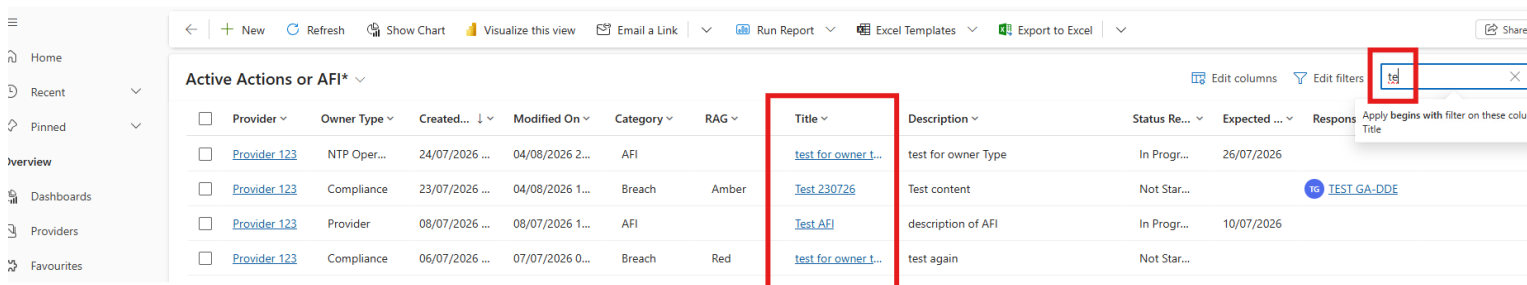
2. For example, when searching for a particular Action or AFI using the start of or the full title and it will return the matching Actions of AFIs:



The screenshot shows the SESAP interface with the 'Active Actions or AFI*' table. A search filter box labeled 'Filter by keyword' is highlighted with a red rectangle. A dropdown menu is open below the search box, showing the text 'Apply begins with filter on these column: Title'. The table data is filtered to show only entries where the title starts with 'test'.

Provider	Owner Type	Created...	Modified On	Category	RAG	Title	Description	Status Re...	Expected...	Responsi...
Provider 1...	NTP Oper...	24/07/2026...	04/08/2026 2...	AFI		test for owner t...	test for owner Type	In Progr...	26/07/2026	
Provider 1...	Compliance	23/07/2026...	04/08/2026 1...	Breach	Amber	Test 230726	Test content	Not Star...		TEST GA-DDE
Provider 1...	Provider	16/07/2026...	31/07/2026 1...	AFI		1.5	For A.N.Other - ensure at the next re...	Not Star...	23/07/2026	
Provider 1...	Compliance	16/07/2026...	16/07/2026 1...	Breach	Red	1.5	Two QPR's were conducted outwith t...	Not Star...		

3. This will return the below:



The screenshot shows the SESAP interface with the 'Active Actions or AFI*' table. A search filter box labeled 'Filter by keyword' is highlighted with a red rectangle. A dropdown menu is open below the search box, showing the text 'Apply begins with filter on these column: Title'. The table data is filtered to show only entries where the title starts with 'test'.

Provider	Owner Type	Created...	Modified On	Category	RAG	Title	Description	Status Re...	Expected ...	Respons...
Provider 123	NTP Oper...	24/07/2026 ...	04/08/2026 2...	AFI		test for owner t...	test for owner Type	In Progr...	26/07/2026	
Provider 123	Compliance	23/07/2026 ...	04/08/2026 1...	Breach	Amber	Test 230726	Test content	Not Star...		TEST GA-DDE
Provider 123	Provider	08/07/2026 ...	08/07/2026 1...	AFI		Test AFI	description of AFI	In Progr...	10/07/2026	
Provider 123	Compliance	06/07/2026 ...	07/07/2026 0...	Breach	Red	test for owner t...	test again	Not Star...		

Note: this can also be used in the Self-Evaluation and Task entities.

Filtering

1. To filter on a system view you can click on the column you wish to filter on, and this will reveal the filter options:

The screenshot shows a web application interface with a sidebar on the left containing navigation links: Home, Recent, Pinned, Overview, Dashboards, Providers, Favourites, and Notifications. The main area displays a table titled "Active Actions or AFI*". The table has columns: Provider, Owner Type, Created..., Modified On, Category, RAG, Title, Description, Status Re..., Expected..., Responsible P..., and Responsible SIA. A red box highlights the "Category" column header, and a dropdown menu is open below it. The dropdown menu has a "Filter by" label and a search input field. Below the search field are three checkboxes: "AFI", "Breach", and "Contractual Action". The table contains several rows of data, including entries for "Provider 123" with various owner types and descriptions.

2. Dependent on what you are searching for, you can change how you wish to filter. For example, if you use the dropdown and change to 'contains' you can input part of the search word and then click apply:

This screenshot shows the same interface as the previous one, but the filter dropdown for the "Category" column is now set to "Contains". The search input field contains the text "Test". A red box highlights the dropdown menu and the search input. The "Apply" button is visible at the bottom of the dropdown. The table below shows the results of the filter, with the first row highlighted in blue. The table columns and data are the same as in the previous screenshot.

3. This will then return all relevant records.