In Salesforce we have three types of Salesforce search options. They are Salesforce global Search, Salesforce Sidebar search and advanced search. In this salesforce tutorial we are going to learn about how to convert sidebar search into Advanced Salesforce search, how to configure search layouts salesforce, Search options, What are the different search options, and search layouts.

To search for a data we have three different options in salesforce

1. Global Search (With chatter enabled).
2. Sidebar Search (With Chatter disabled).
3. Advanced Search (with Chatter disabled).

Sidebar and Advances search options are available only when when chatter is disabled.

What is Salesforce Global Search?

Global Search in Salesforce is available at the right top of the application. Here we can search data across our organization. Global search is available only when chatter is enabled.

- Now go to chatter settings and check whether it is enabled or disabled.

What is Sidebar Search?

Sidebar search is available on the sidebar only when the chatter is disabled. We can convert sidebar search into advanced search.

To check Sidebar search go to any object. Here we selected custom object hospital. As the chatter is enabled
we can find any sidebar search for the object hospital. To enable sidebar search go to Chatter settings | Edit | Disable.

- Disable the chatter.

- Now go to custom object and check the sidebar is available.

**Salesforce Advanced Search.**

Advanced search it available only when the chatter is disabled. In advances search we can select which all the object we basically do the search. We can select criteria, exact phrase.
**Search Layouts in Salesforce.**

In search layouts we are going to learn about what are search layouts, what are the different options available in search layouts. By configuring this search layout we can configure search results, lookup dialogs, lookup Phone Dialog, Objects Tab, Objects List View, Search Filter Fields. Salesforce Search layout are specific to object. We have configure search layouts for each of the objects.

**Search Results.**

- Go to object definition page | Search layouts | Edit
Select the fields from available tabs to selected tabs to which the search results are to be displayed.

**Conclusion.**

In this Salesforce admin tutorial we have learned about *Salesforce search* options like Salesforce global search, sidebar search and advanced search. In our next *Salesforce tutorial* we are going to learn about *Salesforce field history tracking* and *setup Audit Trail*.
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- How to Customise Standard Salesforce application

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## Section 15: Managing Sandboxes
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