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# Genesys Administrator Extension Help

Searching for Configuration Objects

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# Searching for Configuration Objects

You can search for one or more specific objects in Genesys Administrator Extension. Start defining the search criteria by clicking **Search** in the top right corner of the Configuration Manager home page. You can search for an object by specifying **Name**, **Type**, **State [enabled/disabled]**, and/or **Tenant**. The search can be case-sensitive or case-insensitive.

You can use Advanced Search to search for objects by specifying additional criteria. For example, you could use Advanced Search to search for a Person object by adding criteria such as **Is Agent**, **First Name**, **Last Name**, **Employee Id**, **Switch**, **Skill**, **Skill Level**, **Agent Login**, or **Agent Group**. Search results appear beneath the criteria, including the path to each object in your configuration.

## Warning

The Search facility ignores any restrictions placed by Roles, meaning that a user can view any object regardless of what Roles they have been assigned. Therefore, in addition to Roles, it is imperative that you also use permissions to prevent a user seeing objects for which they have no Role privileges.

## Searching for an Object

To search for an object:

1. Click **Configuration** in the GAX Header, and click **Search** in the upper-right corner.
2. Enter the search criteria in the appropriate fields, noting the following:
  - Only **Type** is required, but specifying other criteria, if known, will speed up your search and reduce the number of records in the Results.
  - By default, the search is case-insensitive.
  - In text boxes (such as **Name**), you need to enter only the first few characters of the required text. For example, to search for the Configuration Server object named **confserv**, enter conf. The search results will list all objects with names starting with "conf" (and "Conf", if **Case Sensitive** is not selected), including **confserv**.
  - Wildcards such as ! and \* are supported.
3. (Optional) Select **Case Sensitive** to make the search case-sensitive.
4. (Optional) Click **Advanced Search** to provide additional values for search criteria.
5. Click **Search**.

### Important

You can perform only one search at a time. The results of one search clears the results and filter criteria of the previous search.

The **Search Results** section displays the same metrics as for other **lists** in the GAX. In this section, you can:

- Select any or all of the objects for further action.
- Sort the list by any column.
- Use the **Column Picker** to define what fields are displayed and not displayed.
- **Delete, Clone, Move, Enable, or Disable** selected objects.
- Further refine the list using the **Quick Filter**.

### Tip

By default, the Quick Filter starts displaying results while you are typing. If you prefer to have the filtering start only when you hit **Enter**, go to the **Application Options** tab of the GAX Application object and add an option to the **general** section called **quick\_filter\_only\_on\_enter** and set its value as **true**.

Clicking on any object in the results opens the properties dialog box for that object, where you can modify or delete this object, or add new objects to your configuration.

## Clearing the Search Results

To clear the results of a search, do one of the following:

- Click **Clear**. This clears the search criteria and results.
- Perform another search. The results of one search clears the results of the previous search.