# Section 3

## Search

**General Search** 

**Advanced Search** 

**Search Panel** 

**Category Search** 

**Version Search** 

Open Search Result in new page

Open Search Result in sub-tabs

**Query Builder Tab** 

My Searches screen overview

**Ownership** 

Action buttons and More menu

<u>Menu</u>

**Export** 

Column Chooser

**Sorting Column** 

**Resizing Columns** 

**Re-ordering Columns** 

Search Grouping

Multiple Grouping

Remove Grouping

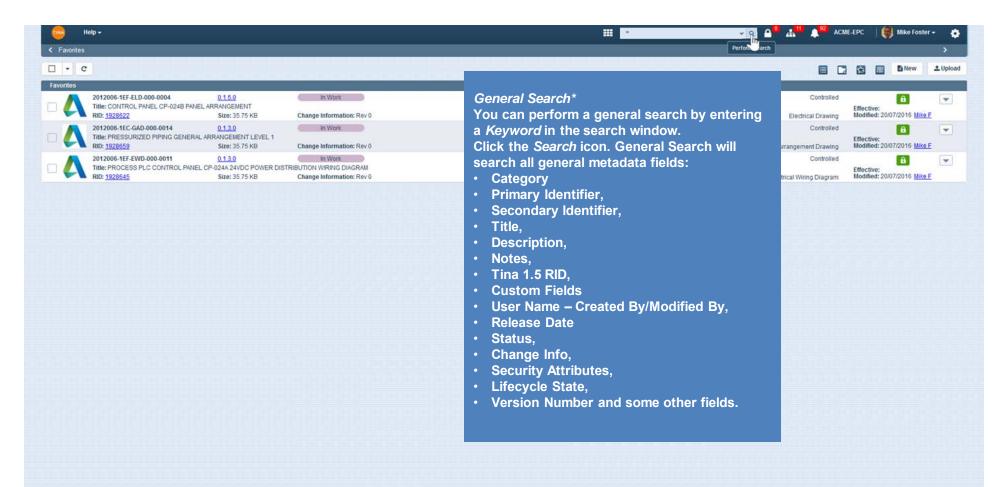
Filter Column Data

**Sort Ascending** 

**Sort Descending** 

**Group By This Column** 

Filter Editor - Show rows where:



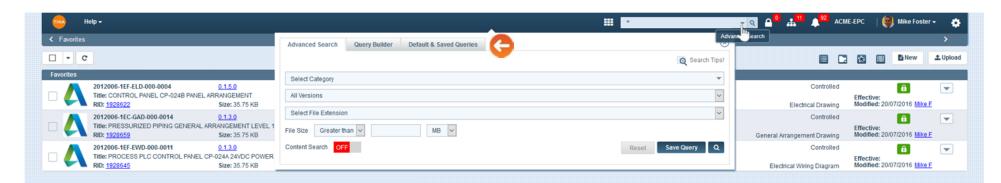


Type	RID	Primary Identifier	Version	Size	Lifecycle State	Title	Modified	Effective	Status	Change Info	Category	Author A	Chatter F	Workflow	Lock	Menu
0	2188297	PEP-0000015	0.1.0.0	1017.95 KE	In Work	Pump Station Upgrade Project	24/10/2016		Controlled	Rev 0	Project Executi	0	0		•	
X	2188230	TRMTL-0000021	0.1.0.0	11.46 KB	In Work	Transfer Pump Data Package For PipeCo	21/10/2016		Controlled	Rev 0	Transmittal	1	0	1 of 2		
	2188215	SOW-0000046	2.1.0.0	46.50 KB	In Work	Statement of Work for Project Anvil	21/10/2016		Controlled		Scope Of Work	1	0			
WI	2188214	SOW-0000046	2.0.0.0	46.50 KB	Released	Statement of Work for Project Anvil	21/10/2016	21/10/2016	Controlled		Scope Of Work	4	0		a	
	2165552	SOW-0000046	1.0.0.0	46.50 KB	Superseded	Statement of Work for Project Anvil	17/09/2016	21/10/2016	Controlled	Rev 0	Scope Of Work	1	Q		8	-
人	2167239	RPT-0000016	1.0.0.0	285.96 KB	Released	Reference Tool for Interpreting Pipeline Control and Protection	17/09/2016	1/3/2007	Uncontrolled	Rev 0	Report	0	Q			
	2166897	2012006-1EF-MRQ-000-0018	2.0.0.0	313.00 KB	Released	MATERIAL REQUISITION 4160VAC SWITCHGEAR MCC AN	10/09/2016	10/9/2016			Material Requisi	0	0		0	
w	2166896	2012006-1EF-MRQ-000-0018	0.2.0.0	17.14 KB	Obsolete	MATERIAL REQUISITION 4160VAC SWITCHGEAR MCC AN	10/09/2016				Material Requisi	0	0			-

Search grid: *Author Activity, Chatter Factor and Workflow* count columns\*\**Future Release* 

From the Search grid you will have quick access to the:

- File Section by clicking the Author Activity hyperlink,
- Discussion Board by clicking the Chatter Factor hyperlink,
- Workflow by clicking the Workflow step progress hyperlink.



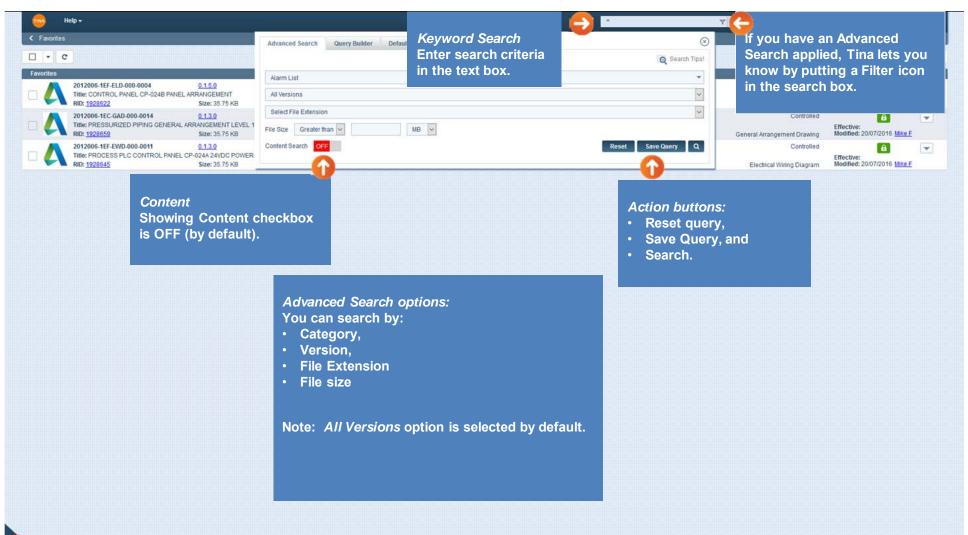
### Advanced Search

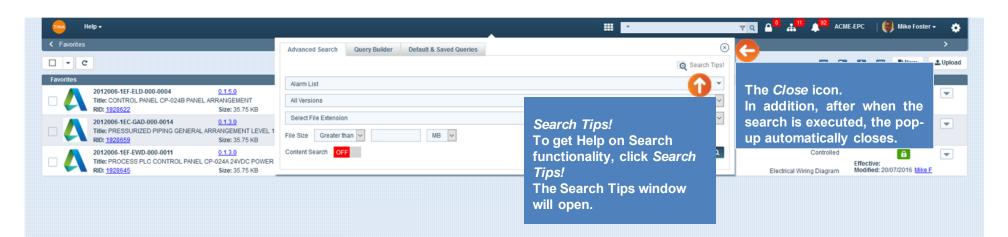
If you wish to be more specific in the way that you search, you may use the Advanced Search panel to refine your search criteria.

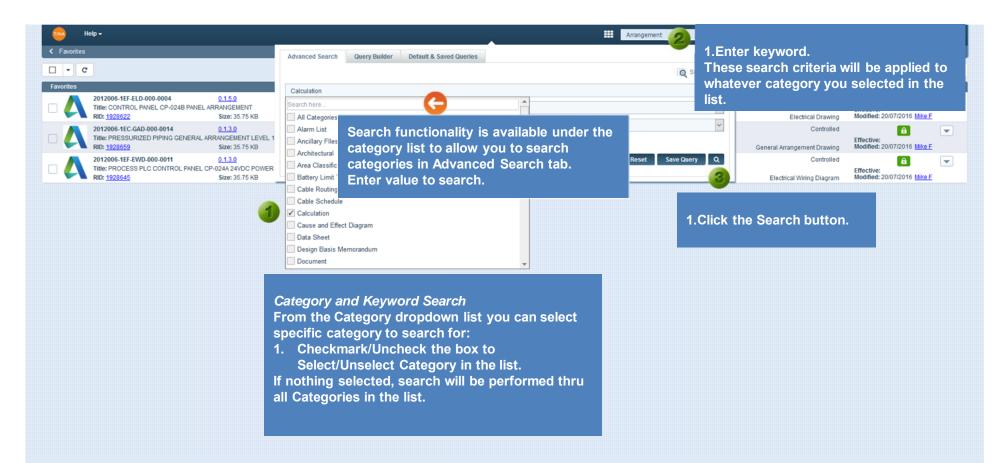
- 1. Select the dropdown icon to open the Search panel.
- 2. The Search panel contains three tabs:
- Advanced Search,
- · Query builder, and
- Default &Saved Queries.

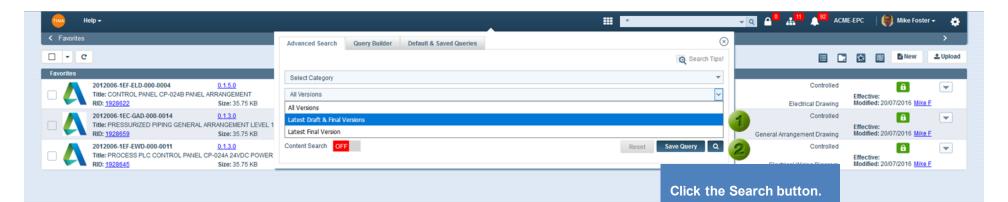
#### Note:

The Search Panel is available from any page.





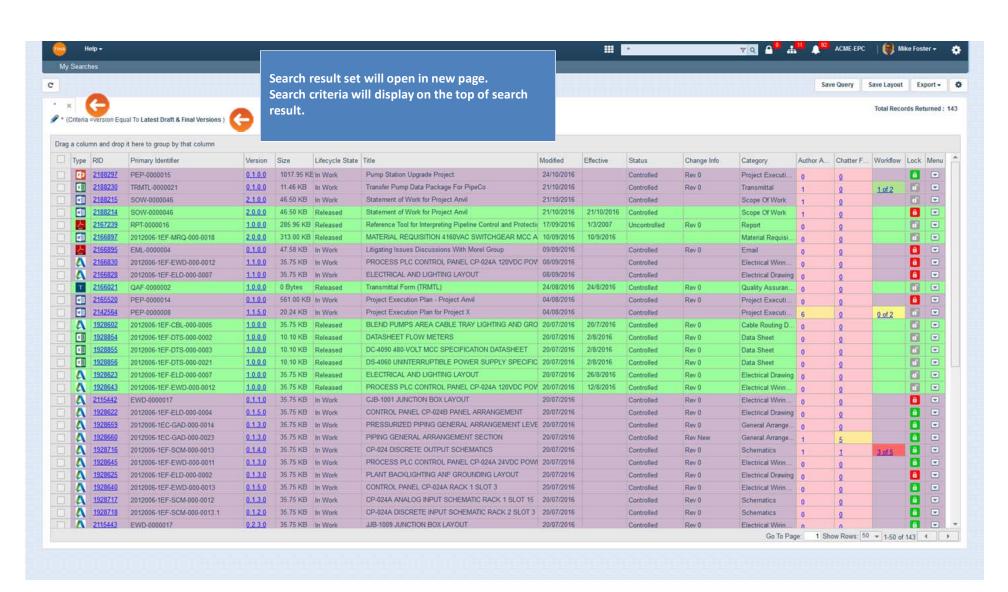


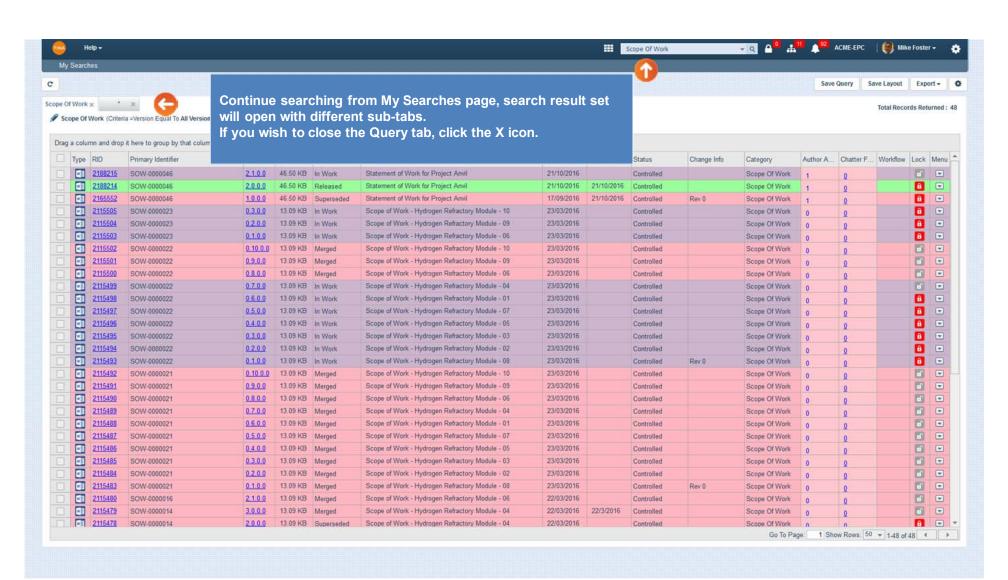


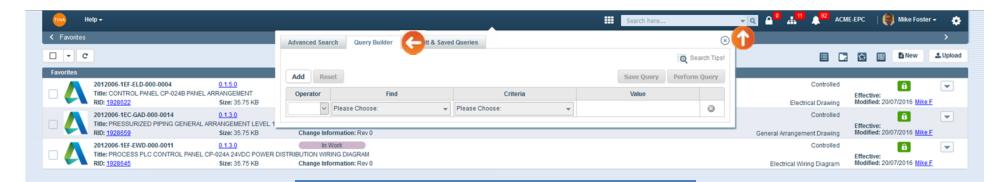
#### **Version Search**

The extra options have been added to the Advanced Search. From the Version options dropdown list you can specify what type of objects do you want to search for:

- · All Versions (by default),
- · Latest Draft (i.e. In Work) & Final Versions (i.e. Released), or
- Latest Final versions (i.e. only the Released versions).







Query Builder and Default & Saved Queries Tabs
The Query Builder tool will provide the ability to form more complicate queries and Save them to reuse.

More information can be found in <u>Section 4: Query Builder</u> of this manual.

