QUICK GUIDE SEARCHING ESSENTIALS



SEARCHING IN THE MAIL INBOX

Simple search (top right):



| | View: | System | | • |
|-------|----------|--------|------------------|---|
| Show: | Personal | - | Search all Inbox | Q |

Filter and Sort (top left):

Click **Filter/Sort** and select filters for your search **b** click **Apply**.

| Filters | | | | | | |
|--------------------------------------|--------|--|--------------------------------|---|-------------------|-----|
| Show: Personal | | Personal | • | | | |
| Received: | | All mail New mail Outstanding mail | | | | |
| То: | | | | | | • |
| From: All con Attachment: Contain | | All companie | anies 🗸 | | | |
| | | Contains 👻 | | | | |
| Attachment nar | me: | Contains | • | | | |
| Filter by: | Colu | mn | Operator | | Value 🛈 | |
| Ð | Select | one | ▼ Select one | • | Select some items | • 🛞 |
| (+) AND | Select | one | Select one | - | Select some items | • 🛞 |

Column filters (top center):

In the columns above the Register, enter key words or select the drop-down lists to apply filters to that column.

| Туре | Mail ref. 👃 |
|------|-------------|
| - | |
| MEM | WE-MEM-0001 |

SEARCHING IN THE DOCUMENT REGISTER

Simple search (top right):

Enter key words in the search box \triangleright click \bigcirc icon.

| | View: | System | | • |
|-------|----------|--------|------------------|---|
| Show: | Personal | • | Search all Inbox | Q |

Column filters (top center):

Click **Filter/Sort** and select filters for your search **b** click **Apply**.

Document No. Rev Sts Ξ Contains TR-SM-REVIEW-202 IFR Does not contains TR-RTIO-JV-00001 IFR Equals TR-RIOTINTO-0006 IFR Does not equal TR-RIOTINTO-0002 IFR Begins with TR-RIOTINTO-0001 IFR Does not begin with

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Filter and Sort (top left):

In the columns above the Register, enter key words or select the drop-down lists to apply filters to that column.

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|-----------|-----------------|---|-------------------------|--------------------|-----------|-----------|
| w. Late | st unrestrained | • | Documents that I can do | wnlo 🔻 | | |
| er by: | Module | | Column | Operator | Value 🛈 | |
|) | Document | • | Select one | Select one | • | \otimes |
| AND | Document | • | Select one | Select one | • | \otimes |
| AND | Document | • | Select one | Select one | • | \otimes |
| AND | Document | • | Select one | Select one | - | \otimes |
| AND | Document | • | Select one | Select one | • | \otimes |
| rt by: | Column | | | | | |
|) | Document No | • | Ascending order | O Descending order | \otimes | |
| THEN | Select one | • | Ascending order | O Descending order | \otimes | |

Note:

- For projects using the Vendor data module, you can filter the register based on metadata of a linked deliverable or purchased item.
- The **Module** column lets you identify whether the filter is for a document, deliverable item, or purchased item.
- The **Column** column lets you filter by a column in the register or a link type, such as Mail.
- Use ? to search for any character. E.g., searching for Document Number A?1 will return A01, A11, A12 etc. Use * to match any number of characters. E.g. Structure* will return Structural, Structures, Structuring etc.