

# QUICK GUIDE

# SEARCHING ESSENTIALS



## SEARCHING IN THE MAIL INBOX

### Simple search (top right):

Enter key words in the search box ► click  icon.

### Filter and Sort (top left):

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

### 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.

Type	Mail ref. ↓
<input type="text"/>	<input type="text"/>
MEM	<a href="#">WE-MEM-0001</a>

## SEARCHING IN THE DOCUMENT REGISTER

### Simple search (top right):

Enter key words in the search box ► click  icon.

### Column filters (top center):

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

Document No. ↓	Rev	Sts
<input type="text"/>	<input type="text"/>	<input type="text"/>
<a href="#">TR-SM-REVIEW-202</a>	Contains	IFR
<a href="#">TR-RTIO-JV-00001</a>	Does not contains	IFR
<a href="#">TR-RIOTINTO-0006</a>	Equals	IFR
<a href="#">TR-RIOTINTO-0002</a>	Does not equal	IFR
<a href="#">TR-RIOTINTO-0001</a>	Begins with	IFR
<a href="#">TR-RIOTINTO-0001</a>	Does not begin with	IFR

### 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.

### 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.

## NEED SOME MORE HELP?



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