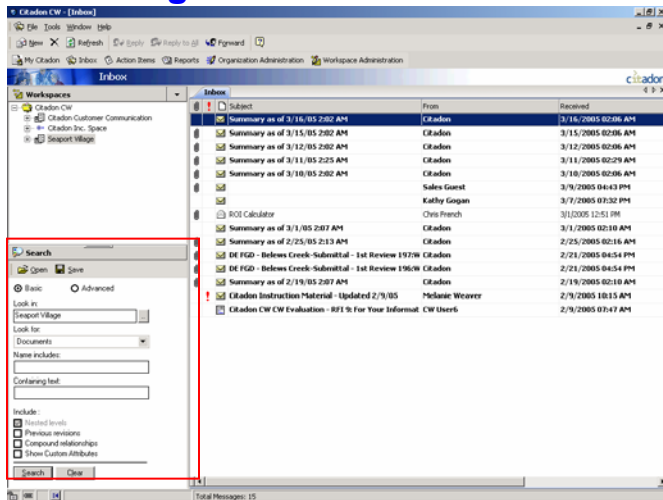


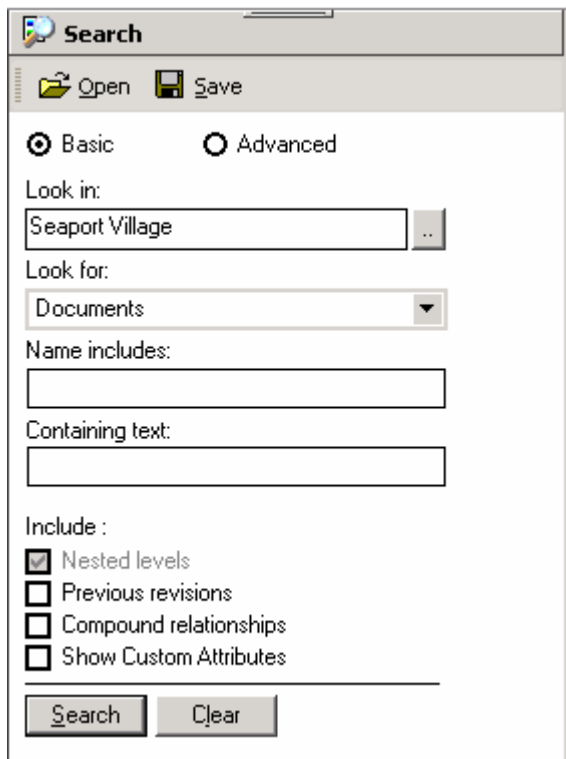
CW provides users with a robust search capability. Two levels of searching are supported - Basic and Advanced.

Accessing Search



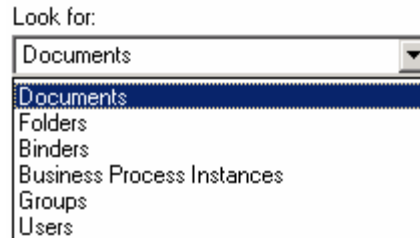
By default, the search function is available in the left navigation window.

Basic Search



1. Select the location you wish to search in the **Look for** pulldown.

Note: If you selected a folder in the DMS and then invoked Search, that folder will be displayed in the Look for pulldown. Otherwise the scope of your search will be the Workspace that you are currently within. When searching in the Administration areas, the scope of your search will be the Organization or Workspace that you are currently administering.



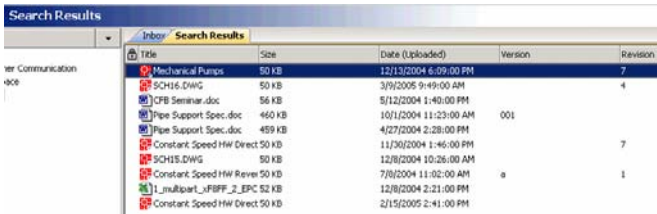
2. Select the type of entity for which you wish to search using the **Look For** pulldown.

Name includes:

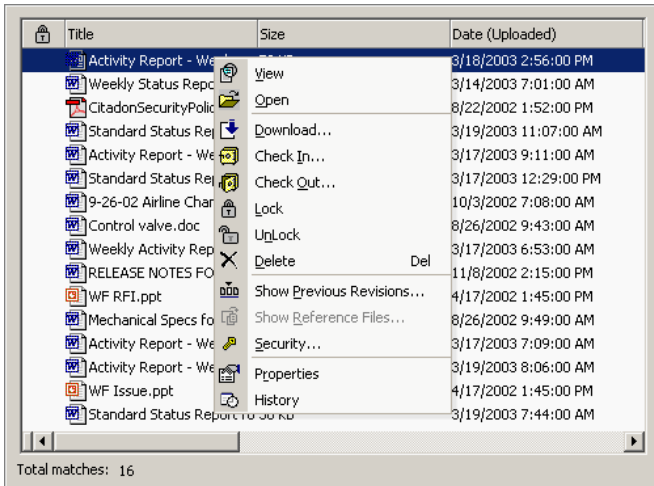
Containing text:

- Include :
- Nested levels
 - Previous revisions
 - Compound relationships
 - Show Custom Attributes

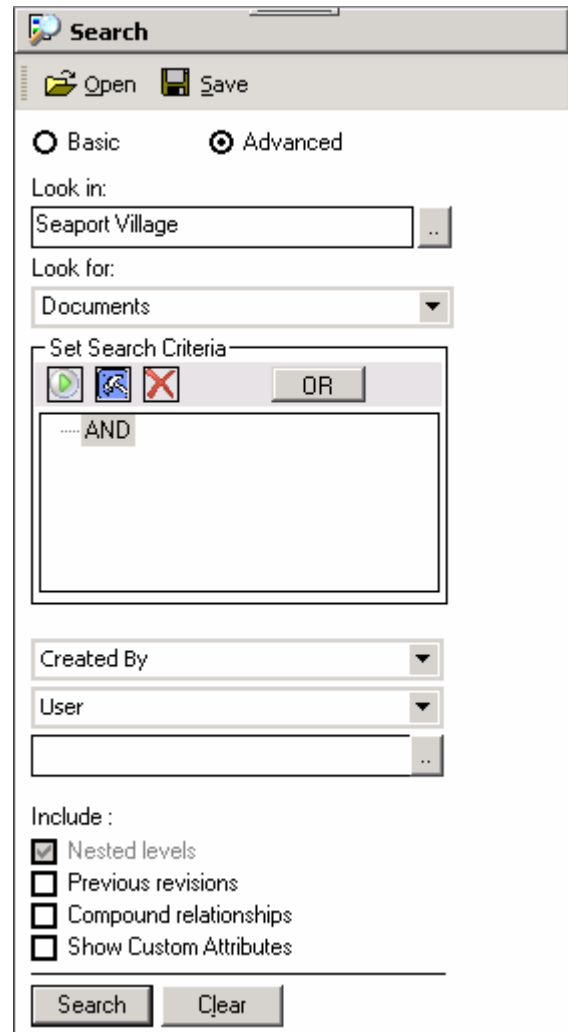
1. Enter the name or portion of the name of the entity (User, Folder, Document, Binder, or Business Process) in the **Name** field.
 - a. Check **Include nested levels** to search in all the children of a folder, or all the sub-Organizational Units of an Organization or Organizational Unit
2. If searching for a document:
 - a. Enter text to be searched for in the body of a document in the **Containing Text** field
 - b. Check **Include previous revisions** if you want CW to the current and all previous revisions of the document or binder in the search results.
 - c. Check **Include compound relationships** if you want all compound documents whose reference documents meet your search criteria to be included in the search results.
3. Click to initiate the search, or click to Clear the form and start again.



Search results are displayed in the results area of the main window.



Right click on the item to access all functions available for the item or items selected.

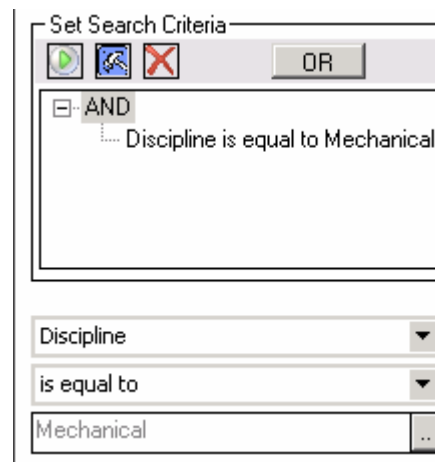


You can narrow your search by constructing complex search criteria as well as complex relationships between those criteria.

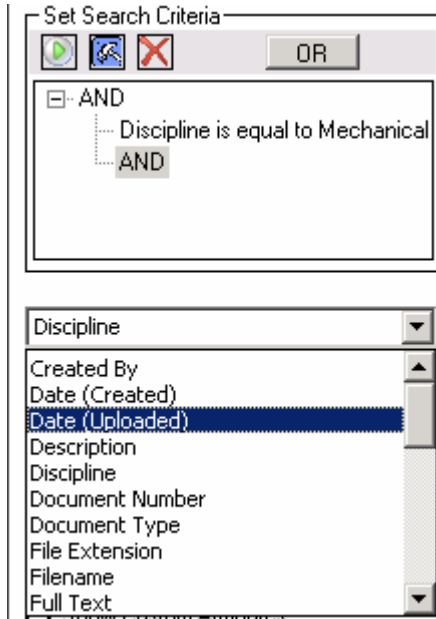
Advanced Search

Click on the Advanced radio button to access the advanced search functions.

Note: If you invoke an Advanced search, anything entered in the Name Includes or Containing Text fields will be lost. Check box options will be retained



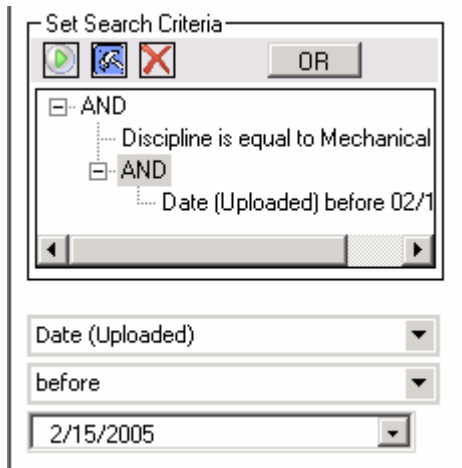
1. Set the search criteria by first selecting items from the pulldown options.



2. The selection made here will determine what is displayed in the next box, and the selection made there will determine what is to be entered in the third box (if anything).

3. Click to add the criteria to the list, as shown.

4. Add criteria to the list until you are satisfied with your query. To add criteria, click on the last criteria added to the query (in this example the user would click Discipline is equal to Mechanical), then click AND / OR. Select the criteria you need from the pulldowns as described above.



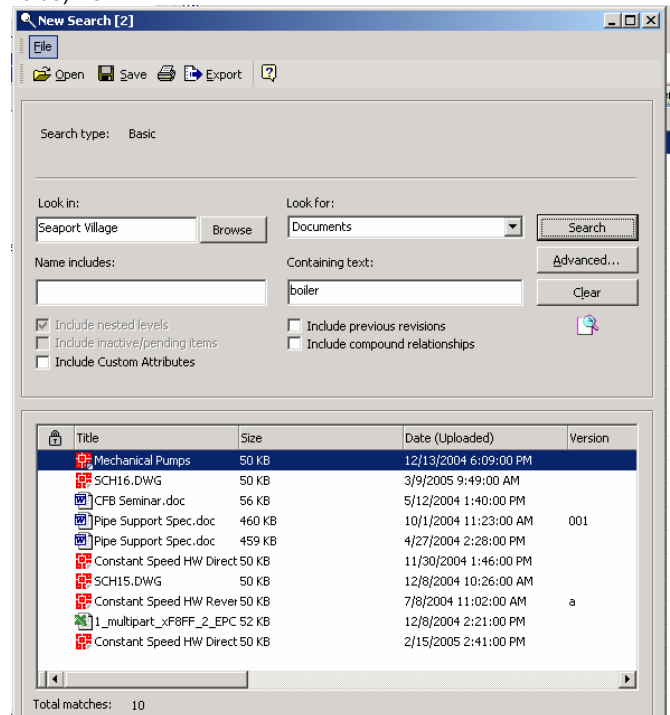
Search Results

Title	Size	Date (Uploaded)	Version	Revision
Mechanical Pumps	50 KB	12/13/2004 6:09:00 PM		7
SCH16.DWG	50 KB	3/9/2005 9:49:00 AM		
CFB Seminar.doc	56 KB	5/12/2004 1:40:00 PM		
Pipe Support Spec.doc	460 KB	10/1/2004 11:23:00 AM	001	
Pipe Support Spec.doc	459 KB	4/27/2004 2:28:00 PM		
Constant Speed HW Direct	50 KB	11/30/2004 1:46:00 PM		
SCH15.DWG	50 KB	12/8/2004 10:26:00 AM		
Constant Speed HW Rever	50 KB	7/8/2004 11:02:00 AM	a	
1_multipart_xF8FF_2_EPC	52 KB	12/8/2004 2:21:00 PM		
Constant Speed HW Direct	50 KB	2/15/2005 2:41:00 PM		

5. As with Basic Search, Right click on the item to access all available options for that item.

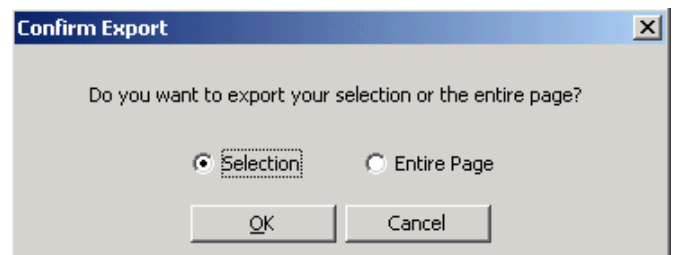
Alternative Searching and Exporting Search Results

As an alternative, users can initiate a search by clicking on Tools>Search. Although the UI is slightly different, the same robust search features are available. In addition, you can take advantage of the ability to export the search results to a csv (comma separate value) file.

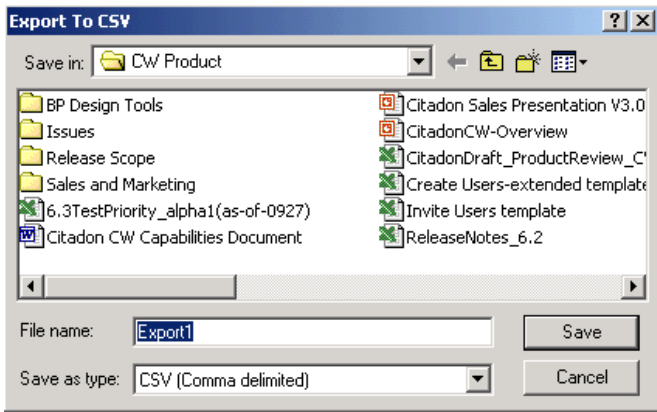



All or part of your search results can be exported as a comma delimited (CSV) file to any connected drive.

1. Click to begin the export process.



2. Choose whether you wish to export a selection of the results or the entire page.



3. Select the location for the export file, and a meaningful name, and then click  to save the file.

Citadon Customer Support

Citadon CW

Hours: 6am - 6pm PST
<mailto:support@citadon.com>