Table of Contents

Introduction	1
Processes	1
Ouick Search	1
Advance Search	3

Introduction

This document will explain how to use the quick and advanced search functions in Document Locator Webtools or WebView.

Processes

Open Document Locator Webtools or WebView (the screens are the same)

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ColumbiaSoft			www.Documenti.ocator.com
Continuation			

The Quick Search is at the top of the screen and Advance Search is on the left side of the screen.

Quick Search

Use the Quick Search to easily find items without drilling down into a specific location.

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Enter in the text to be searched for.

Use the drop-down arrow next to the search icon to dictate where to look for the text specified. No wildcards are needed as the search will look across the entire repository for the character string entered.

In this example, it returned any items that had the word 'herman' contained in it somewhere.

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Right click on the document and select view to display the document or click on Preview to show a complete preview of the document to the right.

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The options available when you right click will depend on whether you are using Webtools or WebView.

Advance Search

To conduct a more specific search, use the Advance Search option.

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criteria using the remaining

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ining search options.

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If it is a search you will use often, click on Save and then it can be selected to be used repeatedly.

🗘 Reset	H Save	Q Search
Record Manager		^

Click on Reset to clear all search fields.

Click on Saved Searches to access a search that has been saved previously.

