



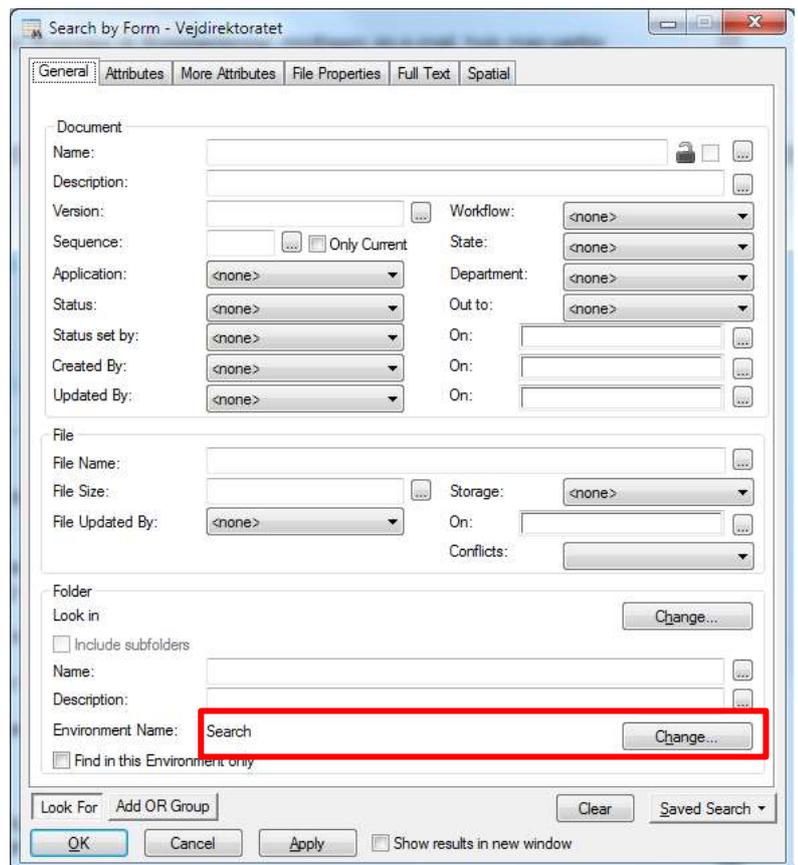
## Searching for files in ProjectWise

The search function is one of ProjectWise's strongest functions. And provided that all attributes are correctly filled, you can search all types of files, right down to the smallest detail.

You can search in more than one way, but the easiest and most user friendly method is like this:

- Start by clicking the button 'Advanced search' or the arrow right next to it in ProjectWise. 
- Choose 'Search Form'
- The following window opens and it will start on the tab 'General'.

- Here it is possible to search for values which ProjectWise automatically has set in connection with the creation or editing of a file.
- You can among other things search for one or more files like for example:
  - Files on a specific state
  - Who has created files and when
  - Who last updated the file and when
  - Filename
  - And so on.....



- These search criteria can be linked with search criteria provided in one of the other tab bars.
- If you want to search for files with help from the various attributes, you should firstly make sure that it says 'Search' right next to 'Environment Name:' (see picture).
- If it doesn't say 'Search' you have to choose it, by clicking the button 'Change...'
- Now choose the tab 'Attributes'.

### DISCLAIMER

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- Here you can fill out the attributes with values that has relevance for the search.
- The search fields are subdivided according to the type of files being searched:
  - **General search** – Attributes which are common for almost every file in ProjectWise.
  - **Document search** – Attributes which are only relevant for documents.
  - **Technical model search** – Attributes which are only relevant for technical models.
  - **Drawing search** – Attributes which are only relevant for drawings and their revisions.

- The search criteria under '*General search*' can be filled and mixed with search criteria from one of the other subdivided searches. Although you cannot search for files, if you for example have filled values into fields under both '*Technical model search*' and '*Drawing search*'.
- So if you for example want to find both technical models and drawings which are approved by the same person, you should first enter that person initials in '*Technical model search*' – '*Approved by:*', and then click the button in the bottom '*Add OR Group*' and fill out the same initials under '*Drawing search*' – '*Approved by:*'
- **TIP:** If you need to do a search for one or more specific files, with out knowing much about the project or the values of the various attributes, you can use the character \* (asterisk). Asterisk (\*) is known as a so called wildcard and can among other things be used in the following way:
  - **Challenge:** I want to find all drawings for the project '14210'  
**Search:** Write the following in the field '*Drawing No.:*' '14210-\*'
    - Result:** All drawings for the project '14210' is found
  - **Challenge:** I want to find a report from a specific project, and all I know is that the word 'report' is part of the filename  
**Search:** Write the project number in the field '*Project No.:*' and in the field '*Filename*' write '\*report\*'
    - Result:** All files in the project, which contains the word 'report' in the filename will be found.

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