

PROJECTWISE SEARCHES 201

ABOUT THIS TRAINING

This training is intended to give a user the ability to search within ProjectWise and save the searches for later use. The student should first have a basic knowledge of ProjectWise through the **ProjectWise V8i Training 101** course.

Searching For Documents

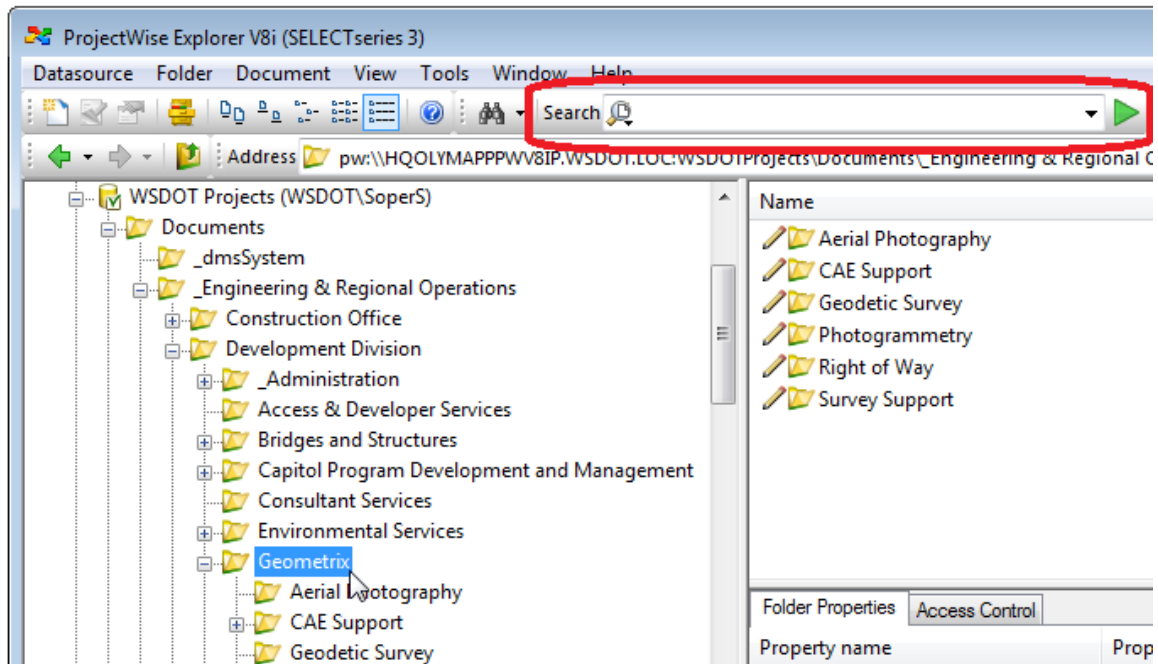
There are 3 different ways to search for files in ProjectWise;

- Google type search
- Search by Form
- Search Builder

Google Type Search

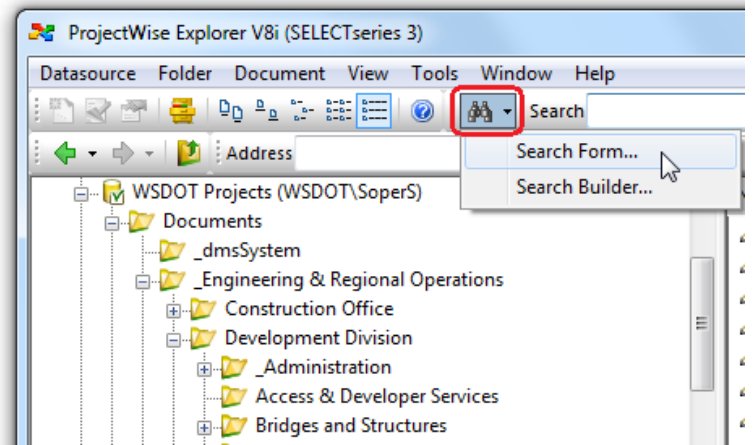
To use this search, first select the ProjectWise folder you want to search within. Then enter the word or file type in the search window and click on the green arrow. The results will be shown in the upper right panel.

Selecting the down arrow to the right will show you any previous searches.

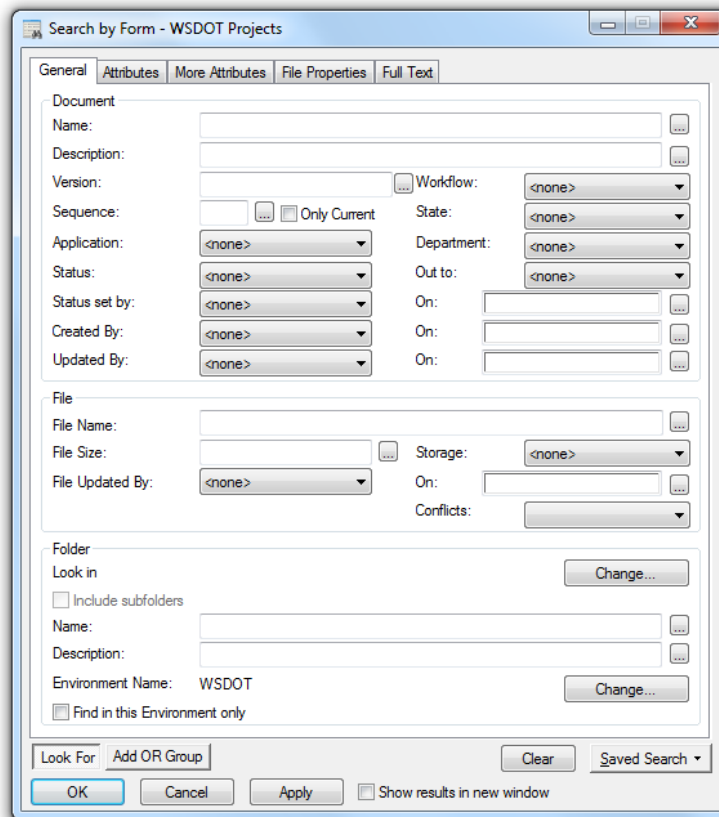


Search by Form

To perform an advanced search, click on the down arrow from the **Advanced Search** icon on the tool bar and select **Search Form...**



Notice that there are 5 tabs at the top. You can search for files according to **General** criteria like file names, folders, Created by, etc. You can also search for files according to file **Attributes** and/or **More Attributes** such as Drawn By, Contract Number, etc. You can also search for files using **File Properties** or **Full Text**.



You can add search criteria from each of the tabs to streamline the results. For example, you can create a search for all **MicroStation** files in a particular **Folder**

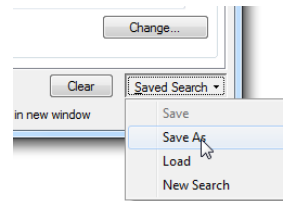
(General tab), that was drawn by **Sopers** under contract number OL3460 (Attributes Tab) with **5 pages** (File Properties) that have the word **relocation** (Full Text tab) within the file.

Be aware that a search using **Attributes** will only be accurate for those files that have had the attributes properly entered. A plan sheet file may have sopers listed as drawn by, but if the file attributes aren't updated, then that search criteria will not locate that file. Not all projects use attributes.

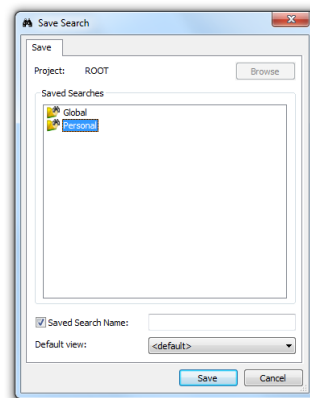
Once you have entered your search criteria, select **Show results in new window** at the bottom of the dialog box, then hit **OK**. A new window will appear with your results.

Saving Searches

At the lower right of the Search form, you can select the **Saved Search > Save As** command.



In the window, select **Personal**. Be sure to name your search and then select the **Save** button.



To access a saved search open ProjectWise Explorer, locate the **Saved Searches > Personal folder**. Click on the saved search to run it.

