

PROJECTWISE SEARCHING OPTIONS

QUICK SEARCH

1. Select the folder you want to search.
2. In the Search View Bar, type in what you want to search for, then right mouse select the white area of the search bar and select Search in Current Folder. See Figure 1

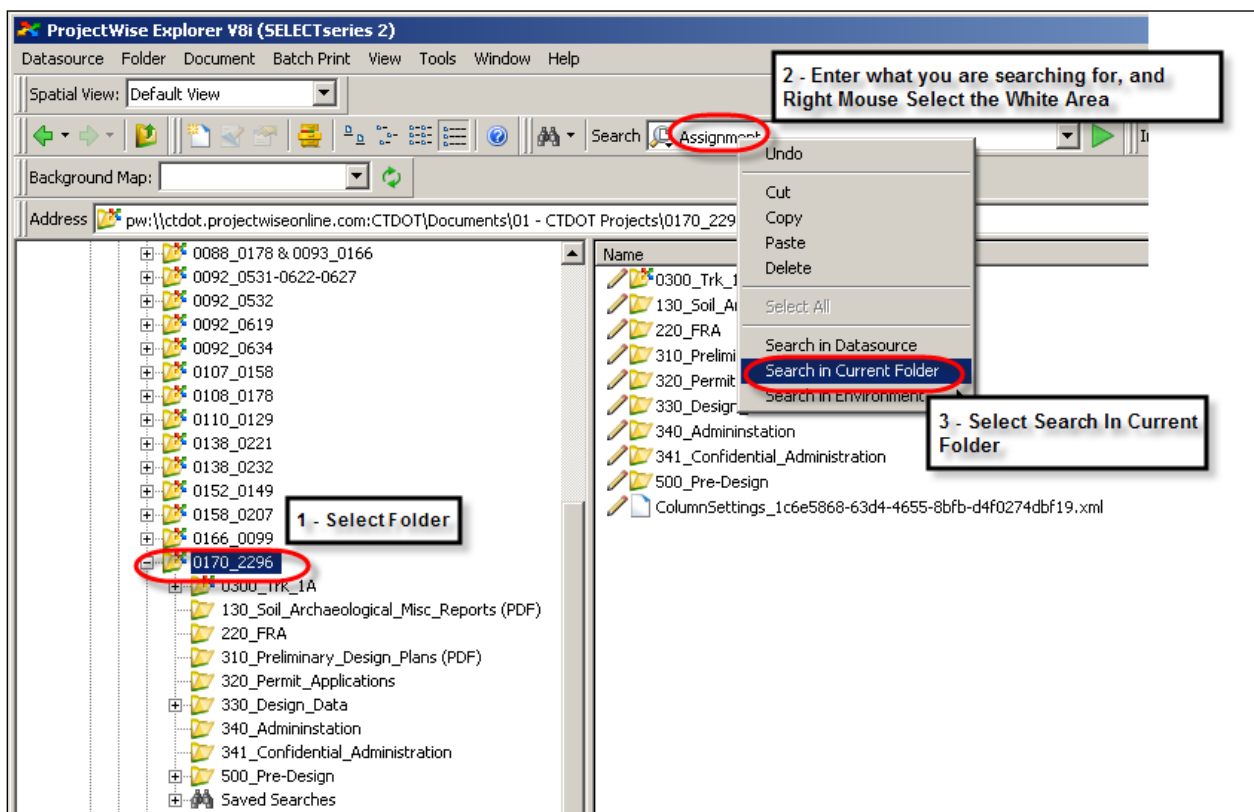


Figure 1

SEARCH FILTERS

Custom Search Filters have been developed and will continue to be developed as the Program moves forward. The Search filters are depicted in [Figure 2](#).

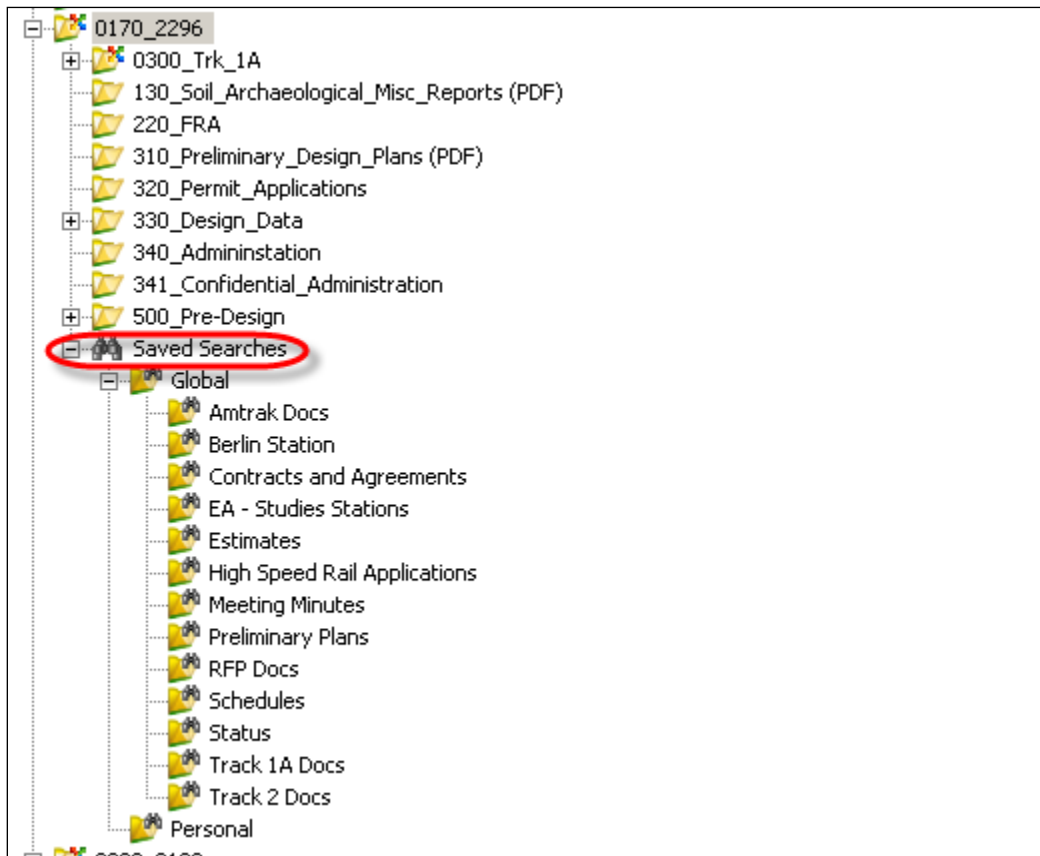


Figure 2

CATEGORY FILTER

Use this tool to find higher level categories of documents. See [Figure 3](#) and [Figure 4](#) below.

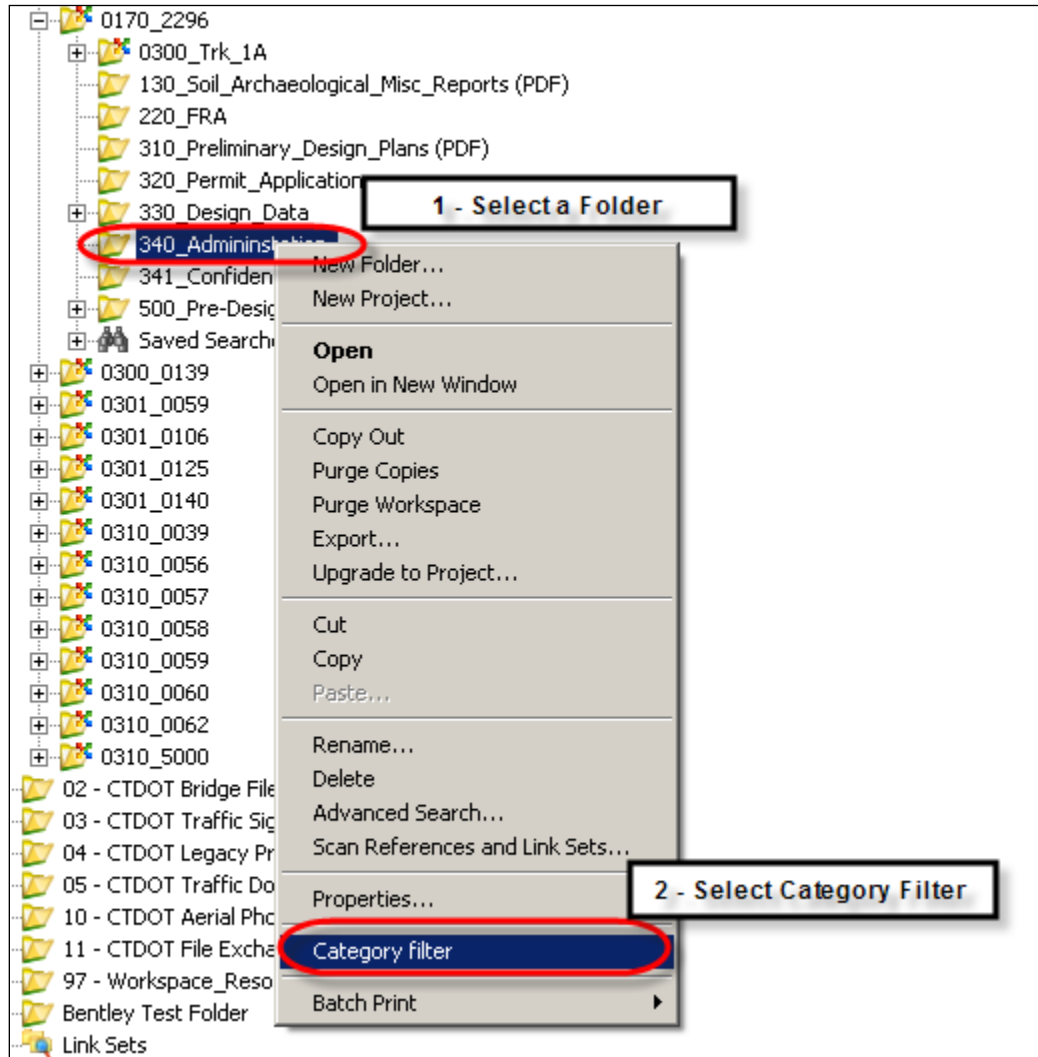


Figure 3

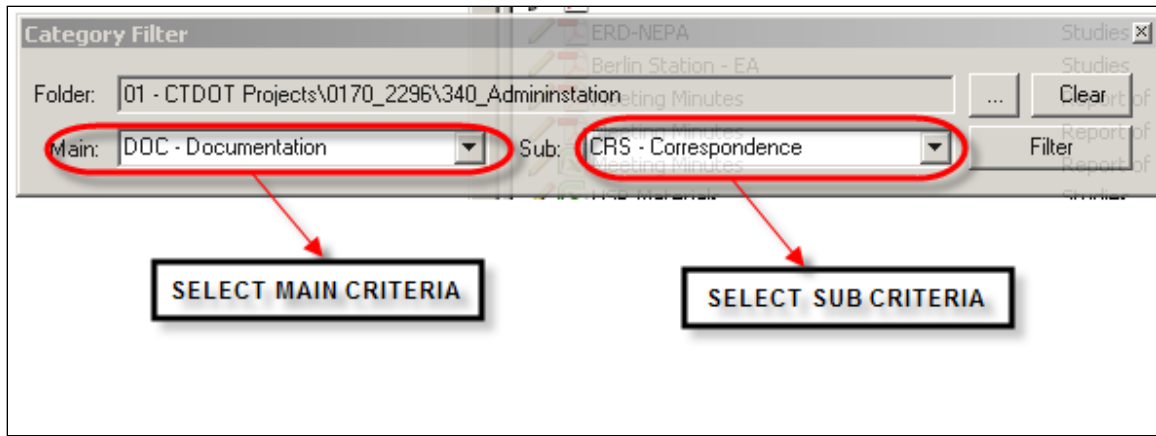


Figure 4