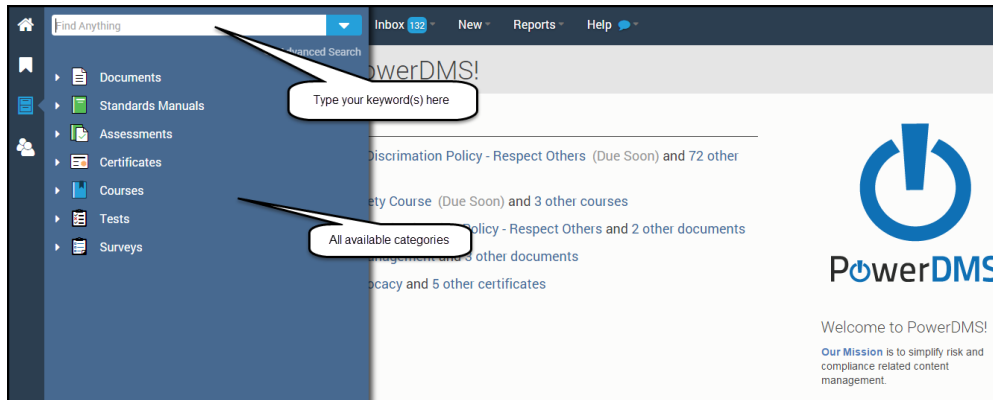


Searching PowerDMS

Article Number: 000001044

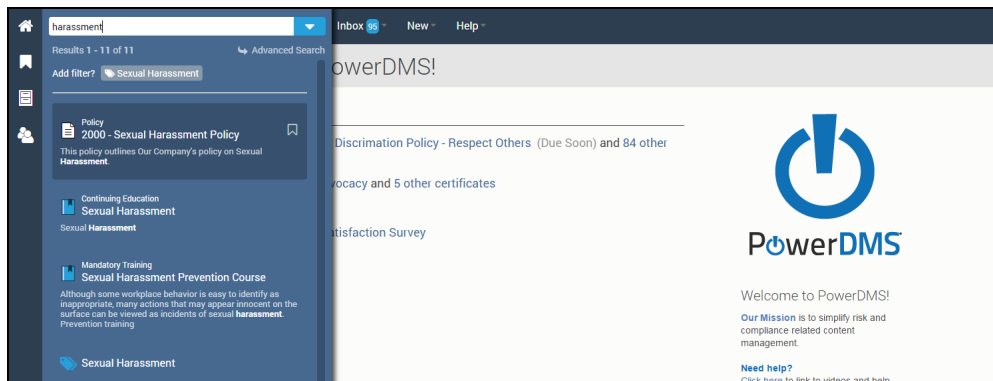
To locate an item in PowerDMS, simply place your cursor over the **Find Anything** box at the top of your screen – PowerDMS will display a side bar that shows you all available categories for you to search; if you would like to view all items in this category, simply click on the category to expand that category.

Figure 1: Live search results



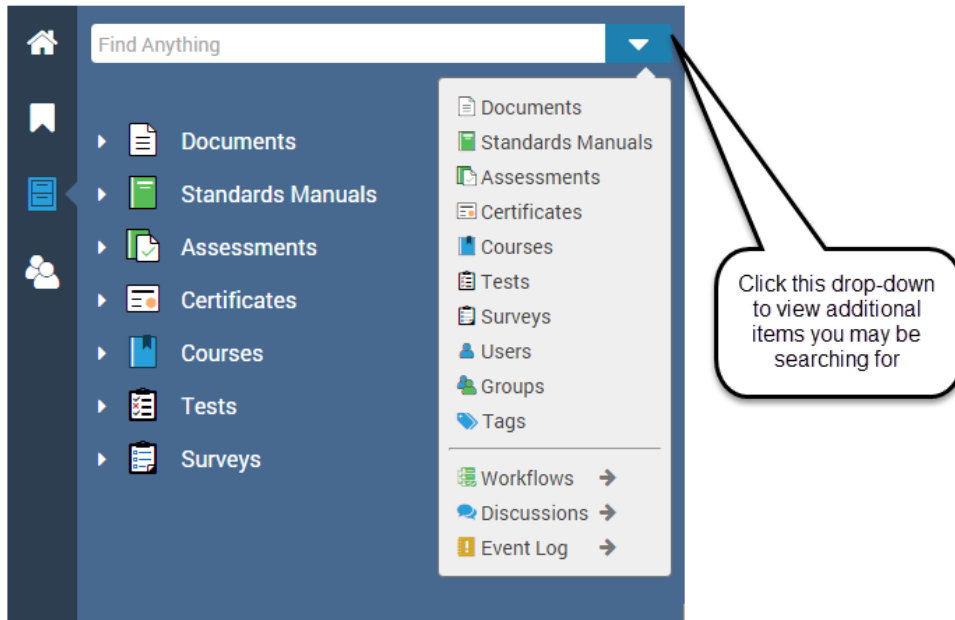
If you would like to search by keyword(s), simply type in the keyword(s) you are looking for and PowerDMS will quickly and intelligently locate all items that contain that word(s); to view the item, click on its title and PowerDMS will navigate you to that item.

Figure 2: Keyword search results



Each item in your search results has an icon next to it indicating what type of item it is; please keep in mind that depending on your privileges or PowerDMS products, you may not have all of these items available to you. If you have access to view workflows and discussions, please use the arrow dropdown as shown below to view these items.

Figure 3: Using the drop-down to display all available items by type



If you would like to conduct an advanced search, click on **Advanced Search** under the **Find Anything** pane and enter the search phrase and type of item you are looking for; you can also include any other items as shown below before selecting “Search”.

Figure 4: Using Advanced Filters

Advanced Search

Search Phrase:

Search Type:

Name:

Description:

Type:

Revision Date: to

Enabled:

Has draft revision: ☐

Assigned to Group:

Tagged With: