

Power & Water Customer Collaboration Documentum

Searches

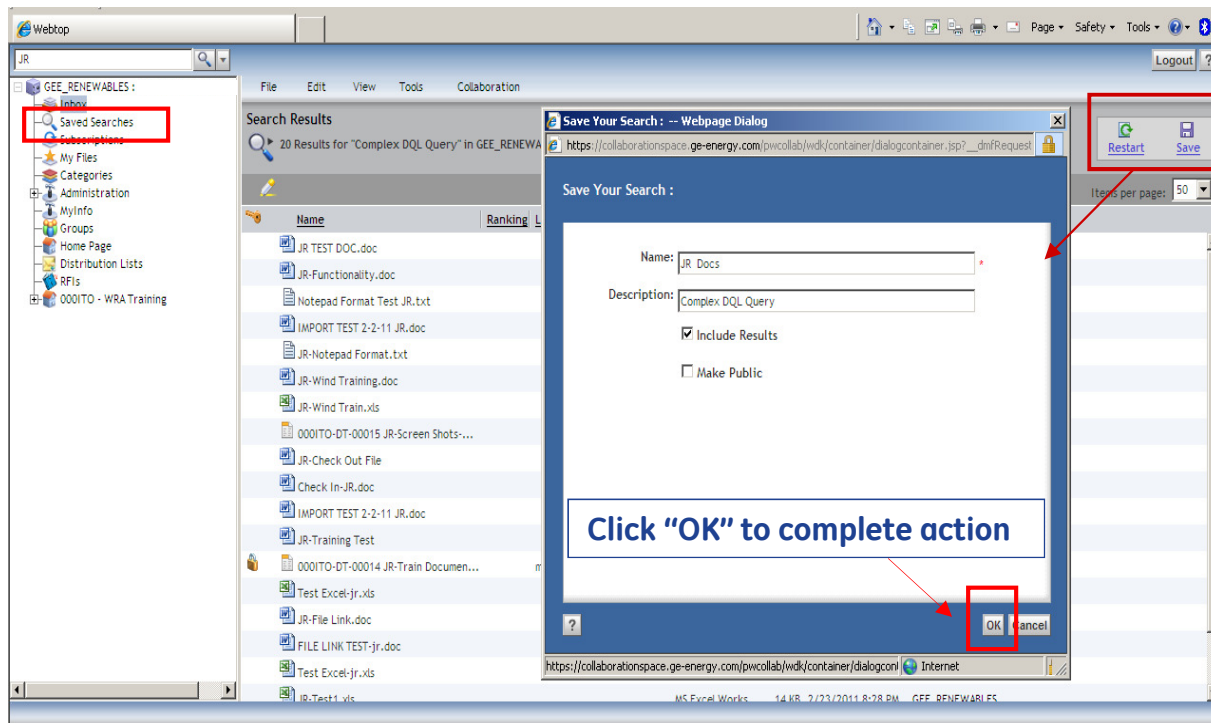


imagination at work

Module Objectives:

1. Basic Search
2. Save a Search
3. Run a Saved Search
4. Advanced Search
5. Advanced Search Parameters
6. Export a Search

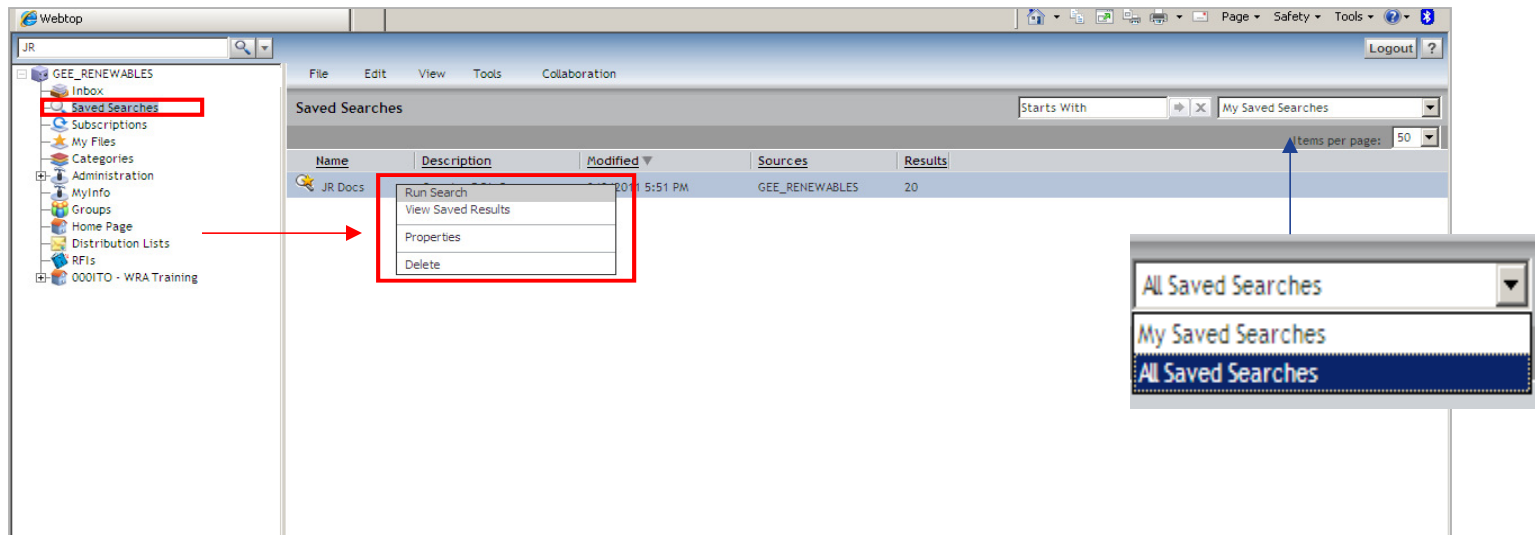
Save a Search



After the results load, click the “Save” button to name and retain the search parameters in the “Saved Searches” node on the Navigation Tree. Check the “Include Results” box to save current results at time saved and the “Make Public” box to designate the search as shared (it will default to private).

“Restart” will begin the search again.

Run a Saved Search

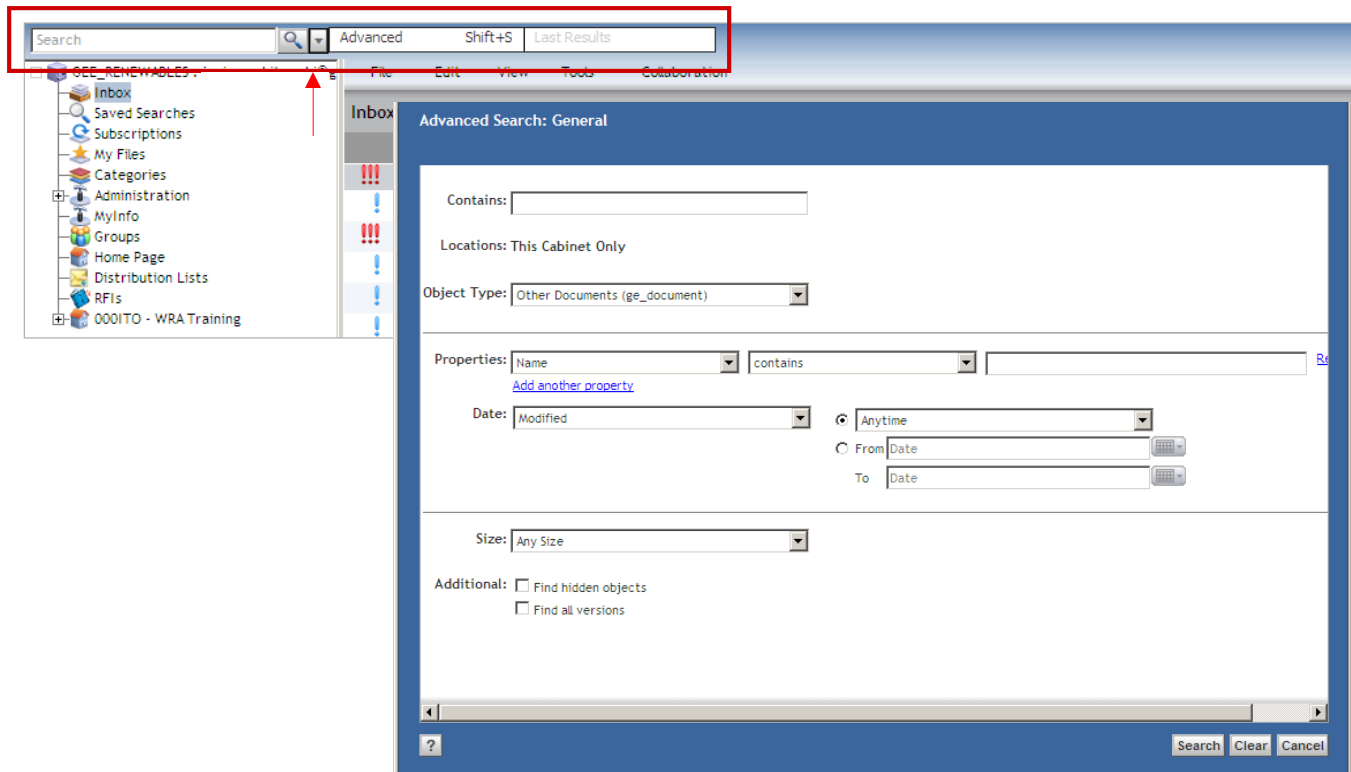


To run a saved search for current data, select that search, right click and choose "Run Search". You may also view the saved results (if option selected when the search was saved) by choosing "View Saved Results".

Choose "Delete" to remove that saved search.

To view/run other saved searches, choose "All Saved Searches" in the dropdown at the top right of the workspace.

Advanced Search



For advanced capabilities, click the dropdown button in the search window, then click “Advanced” to open the “Advanced Search: General” screen.

You can click “Last Results” to view the last search run.

Advanced Search

Advanced Search: General

Contains:

Locations: This Cabinet Only

Object Type: Other Documents (ge_document)

Properties: Name contains

[Add another property](#)

Date: Modified Anytime

From

To

Size: Any Size

Additional: Find hidden objects
 Find all versions

In “Advanced” search, you have to option to choose only the fields needed for your search.

The “Contains” text box at the top of the page may be used to search document content. The "Contains" search could take extended period of time to run depending on the volume of documents searched.

Advanced Search Parameters

Advanced Search: General

Contains:

Locations: This Cabinet Only

Object Type:

Properties:

Date:

Size:

Additional: Find hidden objects
 Find all versions

Search Clear Cancel

Modified By

Name

Contains:

Locations:

Object Type:

Properties:

Date:

Size:

Additional: Find hidden objects
 Find all versions

Search Clear Cancel

Input the search criterion in the “Contains:” field. In the “Object Type:” box select accordingly (“Other Documents (ge_documents)” will include all documents in the project).

You can choose a single or multiple properties (see next screen).

Advanced Search Parameters

Advanced Search: General

Contains:

Locations: This Cabinet Only

Object Type: Other Documents (ge_document)

Properties: Name contains Remove

and

Name contains Remove

Add another property

Date: Modified Anytime

From Date To Date

Size: Any Size

Additional: Find hidden objects
 Find all versions

Search Clear Cancel

Advanced Search: General

Contains:

Locations: This Cabinet Only

Object Type: Other Documents (ge_document)

Properties: Name contains Remove

Add another property

Date: Modified Anytime

From Date To Date

Size: Any Size

Additional: Find hidden objects
 Find all versions

Search Clear Cancel

You can add more property fields to conduct an “and/or” search and also “Remove” the “Properties” field altogether.

Then choose a parameter in the “contains” field and enter a value in the box to the right.

Advanced Search Parameters

Advanced Search: General

Contains:

Locations: This Cabinet Only

Object Type: Other Documents (ge_document)

Properties: Name | contains |

[Add another property](#)

Date: Modified | Anytime

- Accessed
- Checked out Date
- Created
- Effective Date
- Expiration Date
- Last Review Date
- Modified
- Retain Content Until

Additional: Find hidden objects
 Find all versions

Search Clear Cancel

Advanced Search: General

Contains:

Locations: This Cabinet Only

Object Type: Other Documents (ge_document)

Properties: Name | contains |

[Add another property](#)

Date: Modified | Anytime

- Anytime
- Within the previous day
- Within the previous week
- Within the previous month
- Within the previous year

Size: Any Size

Additional: Find hidden objects
 Find all versions

Search Clear Cancel

In the date dropdown, choose the parameter, then the time period in the next field.

Advanced Search Parameters

Advanced Search: General

Contains:

Locations: This Cabinet Only

Object Type: Other Documents (ge_document)

Properties: Name contains

Add another property

Date: Modified Anytime

From Date

To Date

Size: Any Size

Additional: Find hidden objects
 Find all versions

March 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

Search Clear Cancel

Advanced Search: General

Contains:

Locations: This Cabinet Only

Object Type: Other Documents (ge_document)

Properties: Name contains

Add another property

Date: Modified Anytime

From Date

To Date

Size: Any Size

Additional: Find hidden objects
 Find all versions

Search Clear Cancel

You may also choose a specific date range. The last parameter is a file size choice. There are two additional boxes for “hidden objects” and “all versions”.

Click “Search” when done and the screen will refresh with the advanced search results where you can Save, Edit or Restart that search.

