

Section 3

Search

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Drag a column and drop it here to group by that column

<input type="checkbox"/>	Type	Lock	Menu	Record ID	Internal ID	Title
<input type="checkbox"/>				2924333	3DM-CSA-0000003	3D CA
<input type="checkbox"/>				2924310	DWG-PROC-0000003	Block
<input type="checkbox"/>				2924311	AREP-0000007	Where
<input type="checkbox"/>				2924275	AREP-0000005	Where
<input type="checkbox"/>				2924273	3DM-CSA-0000003	3D CA
<input type="checkbox"/>				2924268	DWG-PROC-0000001	Block

General Search* ([Search Configuration](#))

You can perform a general search by entering a **Keyword** in the search window.

Click the **Search** icon. General Search will search all general metadata fields:

- Category
- Primary Identifier,
- Secondary Identifier,
- Title,
- Description,
- Notes,
- Tina 1.5 RID,
- Custom Fields
- User Name – Created By/Modified By,
- Release Date
- Status,
- Change Info,
- Security Attributes,
- Lifecycle State,
- Version Number and some other fields.

Author Activity	Workflow	Subfiles	Where Used	Tree	Chatter
1	0 of 1	0	1	2	0
1		0	0	0	0
1		0	0	0	0
1	1 of 3	0	0	0	0
1	0 of 1	0	1	0	0
1	1 of 1	0	1	0	0

My Searches

My Searches page will open, and the search result sorted by the Primary Identifier will display. By default, the search engine interprets criterion as starting with *<keyword>*. A wildcard (*) before and after each keyword is implied, and not required. If multiple keywords, AND between words is implied.

To search for records containing a keyword or phrase, enter <keyword>. This <keyword> will be highlighted in your search result.

Search is configurable at the user level in My Settings > My Default Settings. The following options are available:

1. Search Configuration = *Preceding & Trailing Wildcard* (Default setting)

Expected: The search will return records that have words *containing* the keywords specified. The asterisk * is implied in the search string at the beginning/end of each keyword.

2. Search Configuration = *Trailing Wildcard*

Expected: The search will return records that have words that *start* with the keywords specified in the search. The asterisk * is implied in the search string at the end of each keyword.

Note: If you want to search for words that *contain* the keyword, you need to add an asterisk * in front of the keyword.

Note: Also, Search can be configured at the network level but always will follow the user's level settings.

Drag a column head

Type...

Type...

Type...

Type...

Type...

Type...

Type...

Type...

Type...

Type...

Type...

Type...

Type...

Type...

Type...

Type...

Highlight Text

Save Settings

Export ▾



Total Records Returned : 15

es... : Workflow... : Tree... : Whe

0

0



Drag a column header and drop it here to group by that column

☰	Life...	Version...	Category	Subfiles...	Workflow...	Tree...	Where Used	Author Activity	Chatter Factor...	SI (Ancillary)	SI (Document)
	In Work	0.1.0.0	Aero Report	1		0	0	2	0	0	0
	In Work	0.1.0.0	Aero Report	0		0	0	1	0	0	0
	In Work	0.1.0.0	Aero Report	0							
at M	In Work	0.1.0.0	Aero Report	0							
	In Work	0.1.0.0	Aero Report	2							
OPY	In Work	0.1.0.0	Aero Report	0							
at M	In Work	0.1.0.0	Aero Report	0							
	In Work	0.1.0.0	Aero Report	0	1 of 3						
at M	Released	1.0.0.0	Aero Report	0	4 of 4						
	Released	1.0.0.0	Aero Report	0	1 of 2						
	In Work	0.1.0.0	Aero Report	0	0 of 2						
	In Work	0.1.0.0	Aero Report	0	1 of 3	0	0	1	0	0	0



















Search grid:

Subfiles, SI (Ancillary/Document), Author Activity, Chatter Factor, Tree, Where Used, Workflow count columns.

From the Search grid you will have quick access to the:

- Files window - by clicking the *Subfiles* hyperlink,
- Related Items - by clicking the *SI (Ancillary/Document)* hyperlinks,
- Activity History - by clicking the *Author Activity* hyperlink,
- Discussion Board - by clicking the *Chatter Factor* hyperlink,
- Workflow window - by clicking the *Workflow* step progress hyperlink,
- Document Tree - by clicking the *Tree* hyperlink,
- Where Used window - by clicking the *Where Used* hyperlink.

Drag a column and drop it here

<input type="checkbox"/>	Type	Lock	Menu	Rec
<input type="checkbox"/>				29
<input type="checkbox"/>				29
<input type="checkbox"/>				29
<input type="checkbox"/>				2924275
<input type="checkbox"/>				2924273
<input type="checkbox"/>				2924268



Select Category

All Versions

Select File Extension

File Size Content Search

Advanced Search

If you wish to be more specific in the way that you search, you may use the Advanced Search panel to refine your search criteria.

1. Select the dropdown icon to open the Search panel.
2. The Search panel contains three tabs:
 - Search settings,
 - Query builder, and
 - Default & Saved Queries.

Note:

The Search Panel is available from any page.

here Used	Tree	Chatter Facto
2	0	0
0	0	0
0	0	0
0	0	0
1	0	0
1	0	0

Keyword Search

Enter search criteria in the text box.



AREP



If you have an Advanced Search applied, Tina lets you know by putting a Filter icon in the search box.



The *Close* icon. In addition, after when the search is executed, the pop-up automatically closes.

Favorites

Drag a column and drop it here

Type	Lock	Menu	Rec
			29
			29
			29

Aero Report

All Versions

Select File Extension

File Size: Greater than [] MB

Content Search: **OFF**

To get Help on Search functionality, click *Search Tips!* The Search Tips window will open.



Reset Save



Content
Showing Content checkbox is OFF (by default).



Search Settings options:

You can search by:

- Category,
- Version,
- File Extension
- File size, and

Note: *All Versions* option is selected by default.

Action buttons:

- Reset query,
- Save Query, and
- Search.

WhereUsedResultS	In Work	0.1.0.0	Aero Report	1
0003				1
00000				1

Drag a column and drop it here

	Type	Lock	Menu	Rec
<input type="checkbox"/>				29
<input type="checkbox"/>				29
<input type="checkbox"/>				29
<input type="checkbox"/>				29242
<input type="checkbox"/>				29242
<input type="checkbox"/>				29242

Aero Report

Search here...

- All Categories
- 3D CADD C/S/A Model
- 3D CADD Electrical Model
- 3D CADD Instrumentation, Controls, Automation Model
- 3D CADD Piping Model
- ABSA Registration
- Aero Report
- Alarm Configuration

2. Enter keyword.
 These search criteria will be applied to whatever category you selected in the list.

Search here...

Reset Save

3. Click the Search button.

	here Used	Tree	Chatter Facto
0.1.0.0	Aero Report	1	0
1.0.0.0	3D CADD C/S/A	1	0
0.1.0.0	Block Flow Diac	1	0

Category and Keyword Search

From the Category dropdown list, you can select specific category to search for:

1. Checkmark/Uncheck the box to Select/Unselect Category in the list.

All Categories search will be performed thru all Categories in the list.

Search functionality is available under the Category list to allow you to search categories.

Drag a column and drop it here

Type	Lock	Menu	Rec
			29
			29
			29
			2924275
			2924273
			2924268

Search Settings Query Builder Saved Settings & Queries

Select Category

All Versions

All Versions
Latest Draft & Final Versions 1
 Latest Final Version

File Size: Greater than MB Show All

Content Search **OFF**

Reset Save Search

2

Where Used	Tree	Chatter Factor
2	0	
0	0	
0	0	
0	0	
1 of 1	0	1

Click the Search button.

Version Search

The extra options have been added to the *Search Settings*. From the *Version* options dropdown list, you can specify what type of objects do you want to search for:

- All Versions (by default),
- Latest Draft (i.e., In Work) & Final Versions (i.e., Released), or
- Latest Final Versions (i.e., Released).

Drag a column header and drop it here to group by that column

<input type="checkbox"/>	Type...	Lock...	Menu	Record ID...	Internal ID	Title	Dir...	Version...	Category	Subfiles...	Workflow...	Tree...	Where
<input type="checkbox"/>			☰	2924324	AREP-0000013	Aero Report	In Work	0.1.1.0	Aero Report	0		0	0
<input type="checkbox"/>			☰	2924329	AREP-0000001	Directional Stability Tests at M	In Work	1.1.0.0	Aero Report	0	0 of 4	0	1
<input type="checkbox"/>			☰	2924326	AREP-0000015	Aero Report - COPY	In Work	0.1.0.0	Aero Report	0		0	0
<input type="checkbox"/>			☰	2924325	AREP-0000014	Report_Functional	In Work	0.1.0.0	Aero Report	1		0	0
<input type="checkbox"/>			☰	2924320	AREP-0000011	Report_Functional	In Work	0.1.0.0	Aero Report	0		0	0
<input type="checkbox"/>			☰	2924319	AREP-0000010	Aero Report	In Work	0.1.0.0	Aero Report	0		0	0
<input type="checkbox"/>			☰	2924313	AREP-0000009	Directional Stability Tests at M	In Work	0.1.0.0	Aero Report	0		0	0
<input type="checkbox"/>			☰	2924312	AREP-0000008	Aero Report - COPY	In Work	0.1.0.0	Aero Report	2		0	4
<input type="checkbox"/>			☰	2924311	AREP-0000007	WhereUsedResultSet - COPY	In Work	0.1.0.0	Aero Report	0		0	0
<input type="checkbox"/>			☰	2924308	AREP-0000006	Directional Stability Tests at M	In Work	0.1.0.0	Aero Report	0		0	0
<input type="checkbox"/>			☰	2924275	AREP-0000005	WhereUsedResultSet	In Work	0.1.0.0	Aero Report	0	1 of 3	0	0
<input type="checkbox"/>			☰	2889392	AREP-0000001	Directional Stability Tests at M	Released	1.0.0.0	Aero Report	0	4 of 4	0	1

Search result set will open in new page.

Search criteria will display on the top of search result.

My Searches

Continue searching from the *My Searches* page depending on your search *Settings* - the search result set will open with different sub-tabs or on a new page. If you wish to close the Query tab, click the X icon.

You will have the ability to search within search results. Clicking on the *Highlight Text* button will open the Text window.

Enter your search criterion and click search. Note: you have to enter at least three characters.

DWG x AREP x AREP (Criteria =Version Equ

Highlight Text Save Settings Save Layout Export

Open in New Page Open in New Subtab Select Columns

Table with columns: Type, Lock, ID, Version, Status, etc. Rows include Aero Report, Directional Stability Tests, Report_Functional, and Excel_Dates_Iryna_test.

Highlight Text window with search input field containing 'report' and a search button.

My Searches

Grid Layout: Universal (NSL) Clear Highlighted Text Save Settings Export

DWG x AREP x

AREP (Criteria =Version Equal To Latest Draft & Final Versions)

returned : 15

Drag a column header and drop it here to group by that column

Type...	Lock...	M..	Record ID...	Internal ID	Title	Lifec...	Version...			Auth
			2924324	AREP-0000013	Aero Report	In Work	0.1.1.0			2
			2924329	AREP-0000001	Directional Stability Tests at M	In Work	1.1.0.0			0
			2924326	AREP-0000015	Aero Report - COPY	In Work	0.1.0.0	0	0	1
			2924325	AREP-0000014	Report _Functional	In Work	0.1.0.0	1	0	2
			2924320	AREP-0000011	Report _Functional	In Work	0.1.0.0	0	0	1
			2924319	AREP-0000010	Aero Report	In Work	0.1.0.0	0	0	1
			2924313	AREP-0000009	Directional Stability Tests at M	In V		0	0	0
			2924312	AREP-0000008	Aero Report - COPY	In V		0	4	3
			2924311	AREP-0000007	WhereUsedResultSet - COPY	In V		0	0	1
			2924308	AREP-0000006	Directional Stability Tests at M	In V		0	0	0
			2924275	AREP-0000005	WhereUsedResultSet	In Work	0.1.0.0	0	1 of 3	1
			2889392	AREP-0000001	Directional Stability Tests at M	Released	1.0.0.0	0	4 of 4	0
			2924274	AREP-0000004	Report _Functional	Released	1.0.0.0	0	1 of 2	1

The *Highlight Text* button label will change to *Clear Highlighted Text*. Clicking on the *Clear Highlighted Text* button will remove the highlight and toggle back to *Highlight Text*.

The highlighted keyword will show in the full results set (all pages).

Drag a column and drop it here to g

Type	Lock	Menu	Record ID
			292433
			2924310
			2924311
			2924275
			2924273
			2924268

Search Settings Query Builder **Saved Settings & Queries**

Build queries using fields from All Categories,3D CADD C/S/A Mo... Save Query Perform Query

Operator	Find	Criteria	Value
	Please Choose	Please Choose	

Operator	Find	Criteria	Value	Used	Tree	Chatter Factor	Drawin
				2	0		
	DWG-PROC-0000003	Block Flow Diagram (BFD) - COPY	In Work 0.1.0.0	Block Flow Diag	1	0	0
	AREP-0000007	WhereUsedResultSet - COPY(2)	In Work 0.1.0.0	Aero Report	1	0	0
	AREP-0000005	WhereUsedResultSet	In Work 0.1.0.0	Aero Report	1	1 of 3	0
	3DM-CSA-0000003	3D CADD C/S/A Model	Released 1.0.0.0	3D CADD C/S/A	1	0 of 1	0
	DWG-PROC-0000001	Block Flow Diagram (BFD)	In Work 0.1.0.0	Block Flow Diag	1	1 of 1	0

Query Builder and Default & Saved Queries Tabs
 The Query Builder tool will provide the ability to form more complicate queries and Save them to reuse.
 More information can be found in [Section 4: Query Builder](#).



Lock

Unlock

More



1 Item selected.



Grid Layout: Universal (NSL)



Highlight Text

Save Settings

Save Layout

Export



DWG x



DWG (Criteria =Version

Drag a column header and

Type... Records

- Move To
- Add To Favorites
- Copy
- Delete
- Share
- Bulk Edit
- Assign Lock
- Bulk Workflow
- Version Up
- Security
- Create Tree
- Add to Tree

Action buttons and *More* menu

1. Checkmark the box for the File to be managed.
2. The *Download*, *Lock/Unlock* and *More* buttons will appear on the top of the screen to provide the ability to manage selected object. By clicking the *More* button, the dropdown menu with additional options will appear.

Ownership

Depends on category security permissions, you can Lock the object directly from the search result to become the owner and be able to edit it.

- *Red Lock* icon will specify that record is Locked by somebody else and not available for editing.
- *Green Lock* icon will specify that record is Locked by you and available for editing.
- *Gray Lock* icon will specify that record is Unlocked.

Total Records Returned : 20

	Lock...	Menu	Subfiles...	Workflow...	Tree...
gra		☰	0		3
A M		☰	0	0 of 1	2
gra		☰	0		2
gra		☰	0		0
gra		☰	0		1
gra		☰	0	1 of 1	0



1





20

items per page


Go back to [Section 3: Search](#) or continue.

1 - 20 of 20 items

My Searches







   Lock Unlock More  1 Item selected.text 

< DWG x

 DWG (Criteria =Version Equal To All Versions)

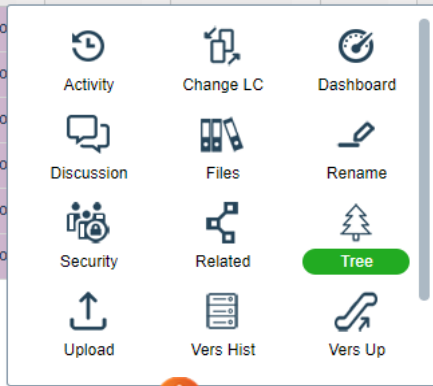
Total Records Returned : 20

Drag a column header and drop it here to group by that column

<input type="checkbox"/>	Type...	Record ID...	Internal ID	Title	Lifec...	Version...	Category	Lock...	Menu	Subfiles...	Workflow...	Tree...
<input type="checkbox"/>		2924335	DWG-PROC-0000005		In Wo							3
<input checked="" type="checkbox"/>		2924333	3DM-CSA-0000003	3D CADD C/S/A Model	In Wo						0 of 1	2
<input type="checkbox"/>		2924328	DWG-PROC-0000004	Block Flow Diagram (BFD) - COPY(1)	In Wo							2
<input type="checkbox"/>		2924310	DWG-PROC-0000003	Block Flow Diagram (BFD) - COPY(1) - COPY	In Wo							0
<input type="checkbox"/>		2924309	DWG-PROC-0000002	Block Flow Diagram (BFD) - COPY(1)	In Wo							1
<input type="checkbox"/>		2924268	DWG-PROC-0000001	Block Flow Diagram (BFD)	In Wo						1 of 1	0

Options Menu

File Action and Security links will be available in the Search Engine context *Menu* for quick and easy access.



- Activity
- Change LC
- Dashboard
- Discussion
- Files
- Rename
- Security
- Related
- Tree
- Upload
- Vers Hist
- Vers Up

Menu lists all the information you can open on selected Object, depending on category type and security settings.



Grid Layout: Universal (NSL)



Highlight Text

Save Settings



Export



< * x

* (Criteria =Version Equal To All Versions)

Total Records

- Excel
- CSV
- All Data

Drag a column header and drop it here to group by that column

<input type="checkbox"/>	Type...	Record ID...	Internal ID	Title		Lock...	Menu	Workflow	Tree	Where
<input type="checkbox"/>		2924324	AREP-0000013	Aero Report					0	0
<input type="checkbox"/>		2924335	DWG-PROC-0000005						3	0
<input type="checkbox"/>		2924333	3DM-CSA-0000003	3D CADD C/S/A Model				0 of 1	2	1
<input type="checkbox"/>		2924329	AREP-0000001	Directional Stability Test				0 of 4	0	1
<input type="checkbox"/>		2924328	DWG-PROC-0000004	Block Flow Diagram (BFD)					2	0
<input type="checkbox"/>		2924326	AREP-0000015	Aero Report - COPY	In Work				0	0
<input type="checkbox"/>		2924325	AREP-0000014	Report_Functional	In Work				0	0
<input type="checkbox"/>		2924320	AREP-0000011	Report_Functional	In Work				0	0
<input type="checkbox"/>		2924319	AREP-0000010	Aero Report	In Work				0	0
<input type="checkbox"/>		2924313	AREP-0000009	Directional Stability Tests at M	In Work				0	0
<input type="checkbox"/>		2924312	AREP-0000008	Aero Report - COPY	In Work				0	4
<input type="checkbox"/>		2924311	AREP-0000007	WhereUsedResultSet - COPY	In Work				0	0

Export
 The Search result set can be exported by clicking the *Export* button. Select the export format :

- By selecting *Excel* or *CSV* options will export the current page result.
- All Data* option will export all the data (all pages) that is returned from search query ignoring all the formatting and grouping.

Drag a column header and drop it here to group by that column

<input type="checkbox"/>	Type...	Record ID...	Internal ID	Title													
<input type="checkbox"/>		2924329	AREP-0000001	Directional Sta													
<input type="checkbox"/>		2924326	AREP-0000015	Aero Report -													
<input type="checkbox"/>		2924325	AREP-0000014	Report_Functi													
<input type="checkbox"/>		2924320	AREP-0000011	Report_Functional	In Work	0.1.0.0	Aero Report	0									
<input type="checkbox"/>		2924319	AREP-0000010	Aero Report	In Work	0.1.0.0	Aero Report	0									
<input type="checkbox"/>		2924313	AREP-0000009	Directional Stability Tests at M	In Work	0.1.0.0	Aero Report	0									
<input type="checkbox"/>		2924312	AREP-0000008	Aero Report - COPY	In Work	0.1.0.0	Aero Report	2									
<input type="checkbox"/>		2924311	AREP-0000007	WhereUsedResultSet - COPY	In Work	0.1.0.0	Aero Report	0									
<input type="checkbox"/>		2924308	AREP-0000006	Directional Stability Tests at M	In Work	0.1.0.0	Aero Report	0									
<input type="checkbox"/>		2924275	AREP-0000005	WhereUsedResultSet	In Work	0.1.0.0	Aero Report	0									
<input type="checkbox"/>		2889392	AREP-0000001	Directional Stability Tests at M	Released	1.0.0.0	Aero Report	0									
<input type="checkbox"/>		2924274	AREP-0000004	Report_Functional	Released	1.0.0.0	Aero Report	0									

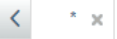
Export – All Data

Case 1

If page size is greater than total records returned, in this case, exporting *All Data* will export the data into .csv format sheet which can be downloaded immediately.

➔ Downloads

SearchResultSet_05_10_2022_08_52_14.csv.csv
[Open file](#)



* (Criteria =Version Equal To All Versions)

Total Records Returned : 22

Drag a column header and drop it here to group by that column

<input type="checkbox"/>	Type...	Record ID...	Internal ID	Title	Lock...	Menu	Workflow	Tree	Where
<input type="checkbox"/>		2924324	AREP-0000013	Aero Report				0	0
<input type="checkbox"/>		2924335	DWG-PROC-0000005					3	0
<input type="checkbox"/>		2924333	3DM-CSA-0000003	3D CADD C/S/A Model			0 of 1	2	1
<input type="checkbox"/>		2924329	AREP-0000001	Directional Stability Tests at			0 of 4	0	1
<input type="checkbox"/>		2924328	DWG-PROC-0000004	Block Flow Diagram (BFD)				2	0
<input type="checkbox"/>		2924326	AREP-0000015	Aero Report - COPY				0	0
<input type="checkbox"/>		2924325	AREP-0000014	Report_Functional	In Work	0.1.0.0	Aero Report	0	0
<input type="checkbox"/>		2924320	AREP-0000011	Report_Functional	In Work	0.1.0.0	Aero Report	0	0
<input type="checkbox"/>		2924319	AREP-0000010	Aero Report	In Work	0.1.0.0	Aero Report	0	0
<input type="checkbox"/>		2924313	AREP-0000009	Directional Stability Tests at M	In Work	0.1.0.0	Aero Report	0	0
<input type="checkbox"/>		2924312	AREP-0000008	Aero Report - COPY	In Work	0.1.0.0	Aero Report	0	4
<input type="checkbox"/>		2924311	AREP-0000007	WhereUsedResultSet - COPY	In Work	0.1.0.0	Aero Report	0	0

Export – All Data Case 2
 If page size is smaller than total records returned, in this case, a job will be created as data export process takes place. Flying message will be displayed giving information about Job number.

My Searches

Job Status



Export ▾



Drag a column and drop it here to group by that column

<input type="checkbox"/>	Job Id	Action	Rids	Job Status	Job Submitted	Job Completed	Notes
<input type="checkbox"/>	66671	Export	22	(22/22)-Completed	2022/10/05	2022/10/05 	Please click here to download(note that the link will expire within 24 hours)
<input type="checkbox"/>	66670	Export	22	(22/22)-Completed	2022/10/05	2022/10/05	Please click here to download(note that the link will expire within 24 hours)
<input type="checkbox"/>	66669	Version Up	2	(2/2)-Completed	2022/10/03	2022/10/03	
<input type="checkbox"/>	66668	Workflow Response	2	(2/2)-Completed	2022/09/20	2022/09/20	

Notes will be generated as per the job status.

By clicking the download link, will download the exported file in .csv format. If any record fails to export for any reason its status will show Fail here.

Note: Link to download export file will get automatically expire within 24 hours. If you click on expired link, the error message will display.

Job Status



The link has expired ✕



Drag a column and drop it here to group by that column

<input type="checkbox"/>	Job Id	Action	Rids	Job Status	Job Subm...	Job Compl...
--------------------------	--------	--------	------	------------	-------------	--------------

Go to page: Show rows: 1-4 of 4



My Searches



Grid Layout: Universal (NSL)



Highlight Text

Save Settings

Export



< * x

* (Criteria =Version Equal To All Versions)

- Open in New Page
- Open in New Subtab
- Select Columns

Drag a column header and drop it here to group by that column

<input type="checkbox"/>	Type...	Record ID...	Internal ID	Title	Lifec...	Version	Category	Subfiles	Lock...	Menu	Workflow	Tree	Where
<input type="checkbox"/>		2924324	AREP-0000013	Aero Report	In Work	0.1.1.0	Aero Report	0				0	0
<input type="checkbox"/>		2924335	DWG-PROC-0000005		In Work	0.1.0.0	Block Flow Diagram	0				3	0
<input type="checkbox"/>		2924333	3DM-CSA-0000003	3D CADD C/S/A Model							0 of 1	2	1
<input type="checkbox"/>		2924329	AREP-0000001	Directional Stability							0 of 4	0	1
<input type="checkbox"/>		2924328	DWG-PROC-0000004	Block Flow Diagram								2	0
<input type="checkbox"/>		2924326	AREP-0000015	Aero Report - COPY								0	0
<input type="checkbox"/>		2924325	AREP-0000014	Report_Functional								0	0
<input type="checkbox"/>		2924320	AREP-0000011	Report_Functional	In Work	0.1.0.0	Aero Report	0				0	0
<input type="checkbox"/>		2924319	AREP-0000010	Aero Report	In Work	0.1.0.0	Aero Report	0				0	0
<input type="checkbox"/>		2924313	AREP-0000009	Directional Stability Tests at M	In Work	0.1.0.0	Aero Report	0				0	0
<input type="checkbox"/>		2924312	AREP-0000008	Aero Report - COPY	In Work	0.1.0.0	Aero Report	0				0	4
<input type="checkbox"/>		2924311	AREP-0000007	WhereUsedResultSet - COPY	In Work	0.1.0.0	Aero Report	0				0	0

Column Chooser
 If you wish to customize your search screen, click the *Select Columns* to open the *Column Chooser* window.

Select/Unselect columns
To customize your screen, you may:

Select Columns and Apply Layout

Available Columns

- Action Required By
- Answer Needed
- Answered
- Chatter Factor
- Client
- Construction Required Date

Grid Type: Common

Columns Selected

- Tree
- Where Used
- Author Activity
- Locked By
- Drawing Comment
- Revision
- Last Modified
- Release Date
- Count

'X' to remove

Apply Cancel

Add columns to the search results (grab and move to Columns Selected).

Reorder columns results (grab and move to reorder).

Remove columns from the search results (click X to remove).

Click Apply.
To be this a permanent change, you must Save Layout on the Search page.

Drag a column header and dr

Type...	Record ID
<input type="checkbox"/>	2924324
<input type="checkbox"/>	2924335
<input type="checkbox"/>	2924326
<input type="checkbox"/>	2924325
<input type="checkbox"/>	2924320
<input type="checkbox"/>	2924319
<input type="checkbox"/>	2924313
<input type="checkbox"/>	2924312
<input type="checkbox"/>	2924311

Total Records Returned : 22

3	0
2	1
0	0
0	0
0	0
0	0
0	0
0	4
0	0

My Searches



Grid Layout: Universal (NSL)



Highlight Text

Save Settings

Export



< * x

* (Criteria =Version Equal To All Versions)

Sorting : Record ID - Asc, Internal ID - Asc, Lifecycle State - Asc



You will be able to sort by more than one column.
Search will support multi-Sorts.

Total Records Returned : 22

Drag a column header and drop it here to group by that column

<input type="checkbox"/>	Type...	↑1 Record ...	↑2 Internal ID	Title	↑3 Lifecycle Stat... ion	Category	Subfiles	Lock...	M..	Workflow	Tree
<input type="checkbox"/>	2889392		AREP-0000001	Directional Stability Tests at M	Released 1.0.0.0	Aero Report	0			4 of 4	0
<input type="checkbox"/>	2924259		AREP-0000002	Aero Report	In Work 0.1.0.0	Aero Report	0			1 of 3	0
<input type="checkbox"/>	2924260		AREP-0000003	Excel_Dates_Iryna_test	In Work 0.1.0.0	Aero Report	0			0 of 2	0
<input type="checkbox"/>	2924268		DWG-PROC-00							1 of 1	0
<input type="checkbox"/>	2924269		CWP-003							0 of 3	0
<input type="checkbox"/>	2924274		AREP-0000004							1 of 2	0
<input type="checkbox"/>	2924275		AREP-0000005							1 of 3	0
<input type="checkbox"/>	2924308		AREP-0000006								0
<input type="checkbox"/>	2924309		DWG-PROC-00								1
<input type="checkbox"/>	2924310		DWG-PROC-00								0
<input type="checkbox"/>	2924311		AREP-0000007	WhereUsedResultSet - COPY	In Work 0.1.0.0	Aero Report	0				0
<input type="checkbox"/>	2924312		AREP-0000008	Aero Report - COPY	In Work 0.1.0.0	Aero Report	2				0

Sorting Column Data

You may sort the columns by clicking the column heading. An arrow will appear showing the ascending or descending order of the sort.

Clicking the arrow will reverse the order of the sort.

Note:

On *My Searches* Tab, sorting result applies to entire record set, not just the page. This rule is applicable to the embedded link Search window as well (for example: *Project* or *Effectivity* link on the document Properties page).

* (Criteria =Version Equal To

Drag a column header and drop

Resize columns and Save
Columns can be expanded:
1. Drag to resize. The *Save Layout* button will be activated.
2. Click *Save Layout*.

The *Save Layout* button will be activated. Click [Save Layout](#). Confirmation message will be sent. This is a permanent change.

Type...	Re...	Lifecycle State...	Version	Category				
	2924324	In Work	0.1.1.0	Aero Report	0		▼	0
	2924335	In Work	0.1.0.0	Block Flow Diagram	0		▼	3
	2924333	3DM-CSA-0000003	3D CADD C/S/A Model	In Work	1.1.0.0		▼	0 of 1
	2924329	AREP-0000001	Directional Stability Tests at M=1.5	In Work	1.1.0.0		▼	0 of 4
	2924328	DWG-PROC-0000004	Block Flow Diagram (BFD) - COPY	In Work	0.1.0.0		▼	2
	2924326	AREP-0000015	Aero Report - COPY	In Work	0.1.0.0		▼	0
	2924325	AREP-0000014	Report_Functional	In Work	0.1.0.0		▼	1
	2924320	AREP-0000011	Report_Functional	In Work	0.1.0.0		▼	0
	2924319	AREP-0000010	Aero Report	In Work	0.1.0.0		▼	0
	2924313	AREP-0000009	Directional Stability Tests at M=1.5	In Work	0.1.0.0		▼	0
	2924312	AREP-0000008	Aero Report - COPY	In Work	0.1.0.0		▼	2
	2924311	AREP-0000007	WhereUsedResultSet - COPY(2)	In Work	0.1.0.0		▼	0

Re-Ordering Columns

You may reorder the columns in the search results by clicking and holding on the column you wish to move and then dragging it into its new position. Once you release the click, the column will be moved to the new location.

The *Save Layout* button will be activated. Click [Save Layout](#). Confirmation message will be sent. This is a permanent change.

Drag a column header and drop it here to group by that column

	Type...	Record ID...	Internal ID	Title	Lifecycle State...	Version	Category				
<input type="checkbox"/>		2924324	AREP-0000013	Aero Report	In Work	0.1.1.0	Aero Report	0			0
<input type="checkbox"/>		2924335	DWG-PROC-0000005		In Work	0.1.0.0	Block Flow Diagram	0			3
<input type="checkbox"/>		2924333	3DM-CSA-0000003	3D CADD C/S/A Model	In Work	1.1.0.0	3D CADD C/S/A Model	0			0 of 1
<input type="checkbox"/>		2924329	AREP-0000001	Directional Stability Tests at M=1.5	In Work	1.1.0.0	Aero Report	0			0 of 4
<input type="checkbox"/>		2924328	DWG-PROC-0000004	Block Flow Diagram (BFD) - COPY	In Work	0.1.0.0	Block Flow Diagram	0			2
<input type="checkbox"/>		2924326	AREP-0000015	Aero Report - COPY	In Work	0.1.0.0	Aero Report	0			0
<input type="checkbox"/>		2924325	AREP-0000014	Report_Functional	In Work	0.1.0.0	Aero Report	1			0
<input type="checkbox"/>		2924320	AREP-0000011	Report_Functional	In Work	0.1.0.0	Aero Report	0			0
<input type="checkbox"/>		2924319	AREP-0000010	Aero Report	In Work	0.1.0.0	Aero Report	0			0
<input type="checkbox"/>		2924313	AREP-0000009	Directional Stability Tests at M=1.5	In Work	0.1.0.0	Aero Report	0			0
<input type="checkbox"/>		2924312	AREP-0000008	Aero Report - COPY	In Work	0.1.0.0	Aero Report	2			0
<input type="checkbox"/>		2924311	AREP-0000007	WhereUsedResultSet - COPY(2)	In Work	0.1.0.0	Aero Report	0			0



1



* (Criteria =Version Equal To All Versions)

Total Records Returned : 22

Save Grid Layout

Drag a column header and drop it here to group by that column

	Type...	Record ID...	Internal ID	Life...	Subfiles	Lock...	M...	Workflow	Tree
<input type="checkbox"/>		2924324	AREP-0000013	In Work	0		▼		0
<input type="checkbox"/>		2924335	DWG-PROC-0000005	In Work	0		▼		3
<input type="checkbox"/>		2924323	ADM-GSA-0000003	In Work	0		▼	0 of 1	2
<input type="checkbox"/>		2924325	AREP-0000014	In Work	0		▼	0 of 4	0
<input type="checkbox"/>		2924320	AREP-0000011	In Work	1		▼		0
<input type="checkbox"/>		2924319	AREP-0000010	In Work	0		▼		0
<input type="checkbox"/>		2924313	AREP-0000009	In Work	0		▼		0
<input type="checkbox"/>		2924312	AREP-0000008	In Work	2		▼		0
<input type="checkbox"/>		2924311	AREP-0000007	In Work	0		▼		0

In the *Save Grid Layout* window, enter *Layout Name* and select *Default Layout For*.

Save Grid LayoutLayout Name Layout Description Grid Type Default Layout For

Save

Cancel

Click Save.

* (Criteria =Version Equal To All Versions)

Next time you update/save the grid layout, you will be able to Update the Existing Layout or Create a new one.

Save Grid Layout

Update Existing Layout Create New Layout

Layout Name: Search

Layout Description: Search Layout

Update or Add to: My Saved Layout

Grid Type: Common

Default Layout For: Search

Save Cancel

Click Save. Confirmation message will be sent. This is a permanent change.

Drag a c	Subfiles	Lock...	M..	Workflow	Tree
<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>		0
<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>		3
<input type="checkbox"/>	2924333	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0 of 1	2
<input type="checkbox"/>	2924329	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0 of 4	0
<input type="checkbox"/>	2924328	<input checked="" type="checkbox"/>	<input type="checkbox"/>		2
<input type="checkbox"/>	2924326	<input checked="" type="checkbox"/>	<input type="checkbox"/>		0
<input type="checkbox"/>	2924325	<input checked="" type="checkbox"/>	<input type="checkbox"/>		0
<input type="checkbox"/>	2924320	<input checked="" type="checkbox"/>	<input type="checkbox"/>		0
<input type="checkbox"/>	2924319	<input checked="" type="checkbox"/>	<input type="checkbox"/>		0
<input type="checkbox"/>	2924313	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Aero Report	0
<input type="checkbox"/>	2924312	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Aero Report	2
<input type="checkbox"/>	2924311	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Aero Report	0

Manage Devices

Notification Settings

My Default Settings

My Workflow Templates

Connect Email to Tina

My Grid Layouts

You can find all Grid Layouts
under My Settings.

My Settings

My Profile

Install Sync

Logout



My Default Layouts

My Saved Layouts

C

↑
My Grid Layouts

Drag a column and drop it here to group by that column

<input type="checkbox"/>	Grid Layout Name	Layout Description	Grid Type	Default Layout Grid Name	Modified Date	Modified By	Shared With	Edit
<input type="checkbox"/>	Favorites	Favorites Layout	Common	Favorites	2022/10/03	Jane Smith		
<input type="checkbox"/>	Search	Search Layout	Common	Search	2022/10/05	Jane Smith		

Grouping

The results set may be grouped together to more easily view the information shown on screen. This can be done by dragging a column onto the area above the grid (group bar).

* (Criteria =Version Equal To All Versions)

Total Records Returned : 22

Drag a column header and drop it here to group by that column

	Type...	Record ID...	Internal ID	Title	Lifecycle	Version	Category	Subfiles	Lock...	M..	Workflow	Tree
<input type="checkbox"/>		2924324	AREP-0000013	Aero Report	In Work	0.1.1.0	Aero Report	0				0
<input type="checkbox"/>		2924335	DWG-PROC-0000005		In Work	0.1.0.0	Block Flow Diagram	0				3
<input type="checkbox"/>		2924333	3DM-CSA-0000003	3D CADD C/S/A Model	In Work	1.1.0.0	3D CADD C/S/A Model	0			0 of 1	2
<input type="checkbox"/>		2924329	AREP-0000001	Directional Stability Tests at M=1.5	In Work	1.1.0.0	Aero Report	0			0 of 4	0
<input type="checkbox"/>		2924328	DWG-PROC-0000004	Block Flow Diagram (BFD) - COPY	In Work	0.1.0.0	Block Flow Diagram	0				2
<input type="checkbox"/>		2924326	AREP-0000015	Aero Report - COPY	In Work	0.1.0.0	Aero Report	0				0
<input type="checkbox"/>		2924325	AREP-0000014	Report_Functional	In Work	0.1.0.0	Aero Report	1				0
<input type="checkbox"/>		2924320	AREP-0000011	Report_Functional	In Work	0.1.0.0	Aero Report	0				0
<input type="checkbox"/>		2924319	AREP-0000010	Aero Report	In Work	0.1.0.0	Aero Report	0				0
<input type="checkbox"/>		2924313	AREP-0000009	Directional Stability Tests at M=1.5	In Work	0.1.0.0	Aero Report	0				0
<input type="checkbox"/>		2924312	AREP-0000008	Aero Report - COPY	In Work	0.1.0.0	Aero Report	2				0
<input type="checkbox"/>		2924311	AREP-0000007	WhereUsedResultSet - COPY(2)	In Work	0.1.0.0	Aero Report	0				0

1 2

20 items per page

1 - 20 of 22 items

My Searches



Save Settings

Export



You can change you Search settings -
Search result set will open in new page.



- Open in New Page
- Open in New Subtab
- Select Columns

Search result set has been grouped by Lifecycle.

(...) – Quantity of records per Lifecycle.

Expand/Collapse
Each group in the result
set may be expanded or
collapsed. Click the arrow.

↑ Lifecycle State	Type...	Record ID...	Internal ID	Lifecycle State	Title	Version	Category	Subfiles	Lock...	M...	Workflow	Tree
▶ Lifecycle State:In Work(20)												
↑ Lifecycle State:Released(2)												



↑ Lifecycle State x

2

Category ✓

1

<input type="checkbox"/>	Type...	Record ID...	Internal ID	Lifecycle State...	Title	Version	Category	Subfiles	Lock...	M..	Workflow	Tree
--------------------------	---------	--------------	-------------	--------------------	-------	---------	----------	----------	---------	-----	----------	------

▶ [Lifecycle State:In Work\(20\)](#)▶ [Lifecycle State:Released\(2\)](#)

Multiple Grouping

You may drop as many columns as are available onto the grid header. The column heading is moved from the grid and the result set is collapsed into groups.



My Searches



Grid Layout: Search



Highlight Text

Save Settings

Export



* (Criteria =Version Equal To All Versions)

Total Records Returned : 22

Search result set has been grouped by the *Lifecycle State* and *Category* columns.

↑ Lifecycle State

↑ Category



Type...	Record ID...	Internal ID	Lifecycle State...	Title	Version	Category	Subfiles	Lock...	M..	Workflow	Tr
▶				Lifecycle State:In Work(20)							
▶				Category:3D CADD C/S/A Model(1)							
▶				Category:Aero Report(13)							
▶				Category:Block Flow Diagram (BFD)(5)							
▶				Category:Construction Work Package(1)							
▶				Lifecycle State:Released(2)							



Click the arrow to expand.



✎ * (Criteria =Version Equal To All Versions)

Total Records Returned : 22

↑ Lifecycle State x ↑ Category x

**Remove Grouping**

You can remove a Group by clicking the X icon and it will be back to the column heading row.

☐ Type... ⋮ Record ID... ⋮ Interna

⋮ Category ⋮ Subfiles ⋮ Lock... ⋮ M... ⋮ Workflow ⋮ Tre

▾ Lifecycle State:In Work(20)

▶ Category:3D CADD C/S/A Model(1)

▶ Category:Aero Report(13)

▶ Category:Block Flow Diagram (BFD)(5)

▶ Category:Construction Work Package(1)

▶ Lifecycle State:Released(2)

Remove Grouping
Also, a group can be removed by dragging the group icon back to the column heading row.

< * x [Criteria =Version Equal To All Versions] Total Records Returned : 22

↑ Lifecycle State	↑ Category	Type...	Record ID...	Internal ID	Lifecycle State...	Title	Version	Category	Subfiles	Lock...	M..	Workflow	Tr
Lifecycle State:In Work(20)													
▶ Category:3D CADD C/S/A Model(1)													
▶ Category:Aero Report(13)													
▶ Category:Block Flow Diagram (BFD)(5)													
▶ Category:Construction Work Package(1)													
▶ Lifecycle State:Released(2)													



* x

* (Criteria =Version Equal To All Versions)

Total Records Returned : 22

Drag a column header and drop it here to group by that column

<input type="checkbox"/>	Type...	Record ID...	Internal ID	Lifecycle Stat	Title				M..	Workflow	Tree
<input type="checkbox"/>		2924324	AREP-0000013	In Work							0
<input type="checkbox"/>		2924335	DWG-PROC-0000005	In Work							3
<input type="checkbox"/>		2924333	3DM-CSA-0000003	In Work						0 of 1	2
<input type="checkbox"/>		2924329	AREP-0000001	In Work	Directional Stability Tests at M=	1.10.0	Aero Report	0		0 of 4	0
<input type="checkbox"/>		2924328	DWG-PROC-0000004	In Work	Block Flow Diagram (BFD) - CC	0.10.0	Block Flow Diagram	0			2
<input type="checkbox"/>		2924326	AREP-0000015	In Work	Aero Report - COPY	0.10.0	Aero Report	0			0
<input type="checkbox"/>		2924325	AREP-0000014	In Work	Report_Functional	0.10.0	Aero Report	1			0
<input type="checkbox"/>		2924320	AREP-0000011	In Work	Report_Functional	0.10.0	Aero Report	0			0
<input type="checkbox"/>		2924319	AREP-0000010	In Work	Aero Report	0.10.0	Aero Report	0			0
<input type="checkbox"/>		2924313	AREP-0000009	In Work	Directional Stability Tests at M=	0.10.0	Aero Report	0			0
<input type="checkbox"/>		2924312	AREP-0000008	In Work	Aero Report - COPY	0.10.0	Aero Report	2			0
<input type="checkbox"/>		2924311	AREP-0000007	In Work	WhereUsedResultSet - COPY(C	0.10.0	Aero Report	0			0

Data within a column may be sorted by selecting icon.

- Move the cursor to the column heading to be sorted and click the icon.
- Clicking on the icon will cause the drop-down list of selections to appear.

Sort Ascending

You may sort the columns by selecting **Sort Ascending**.

My Searches

C

< * x

✎ * (Criteria =Version Equal To All Versions)

Total Records Returned : 22

Sorting : Lifecycle State - Asc

Drag	column											
<input type="checkbox"/>	→	↑	Lifecycle Stat...	1	Version	Category	Subfiles	Lock...	M..	Workflow	Tree	
<input type="checkbox"/>			In Work	2	0.1.0.0	Aero Report	0	🔒	☑	0 of 2	0	
<input type="checkbox"/>			In Work		0.1.0.0	Construction Work	0	🔒	☑	0 of 3	0	
<input type="checkbox"/>		2924259	AREP-0000002		0.1.0.0	Aero Report	0	🔒	☑	1 of 3	0	
<input type="checkbox"/>		2924313	AREP-0000009		0.1.0.0	Directional Stability Tests at M=	0	🔒	☑		0	
<input type="checkbox"/>		2924320	AREP-0000011		0.1.0.0	Report_Functional	0	🔒	☑		0	
<input type="checkbox"/>		2924319	AREP-0000010		0.1.0.0	Aero Report	0	🔒	☑		0	
<input type="checkbox"/>		2924326	AREP-0000015		0.1.0.0	Aero Report - COPY	0	🔒	☑		0	
<input type="checkbox"/>		2924329	AREP-0000001		1.1.0.0	Directional Stability Tests at M=	0	🔒	☑	0 of 4	0	
<input type="checkbox"/>		2924310	DWG-PROC-0000003		0.1.0.0	Block Flow Diagram (BFD) - CC	0	🔒	☑		0	
<input type="checkbox"/>		2924268	DWG-PROC-0000001		0.1.0.0	Block Flow Diagram (BFD)	0	🔒	☑	1 of 1	0	
<input type="checkbox"/>		2924275	AREP-0000005		0.1.0.0	WhereUsedResultSet	0	🔒	☑	1 of 3	0	
<input type="checkbox"/>		2924308	AREP-0000006		0.1.0.0	Directional Stability Tests at M=	0	🔒	☑		0	

An arrow will appear in the grid header showing the ascending order of the sort.

Remove Sorting

The *Sort Ascending* option on the drop-down list will be highlighted. You can select this option again to clear sorting.

Highlight Text

Save Settings

Export

⚙️

< * x * (Criteria =Version Equal To All Versions) Total Records Returned : 22

Drag a column header and drop it here to group by that column

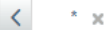
<input type="checkbox"/>	Type...	Record ID...	Internal ID	Lifecycle State...	Version	Title	Count	Lock...	M..	Workflow	Tree
<input type="checkbox"/>		2924324	AREP-0000013	In Work	0.1.1.0	Aero Report	0				0
<input type="checkbox"/>		2924335	DWG-PROC-0000005	In Work	0.1.0.0	Block Flow Diagram	0				3
<input type="checkbox"/>		2924333	3DM-CSA-0000003	In Work	1.1.0.0	3D CADD C/S/A					
<input type="checkbox"/>		2924329	AREP-0000001	In Work	1.1.0.0	Directional Stability Tests at M=					
<input type="checkbox"/>		2924328	DWG-PROC-0000004	In Work	0.1.0.0	Block Flow Diagram (BFD) - CC					
<input type="checkbox"/>		2924326	AREP-0000015	In Work	0.1.0.0	Aero Report - COPY					
<input type="checkbox"/>		2924325	AREP-0000014	In Work	0.1.0.0	Report_Functional					
<input type="checkbox"/>		2924320	AREP-0000011	In Work	0.1.0.0	Report_Functional					
<input type="checkbox"/>		2924319	AREP-0000010	In Work	0.1.0.0	Aero Report	0				
<input type="checkbox"/>		2924313	AREP-0000009	In Work	0.1.0.0	Directional Stability Tests at M=	0				
<input type="checkbox"/>		2924312	AREP-0000008	In Work	0.1.0.0	Aero Report - COPY	2				
<input type="checkbox"/>		2924311	AREP-0000007	In Work	0.1.0.0	WhereUsedResultSet - COPY(C	0				

Sort Descending
You may sort the columns by selecting **Sort Descending**.

An arrow will appear in the grid header showing the descending order of the sort.
The **Sort Descending** option on the drop-down list will be highlighted. You can select this option again to clear sorting.

1
Sort Ascending
Sort Descending 2
Filter

→ Lifecycle Stat... Title
Released ↑ Sort Ascending
Released ↓ Sort Descending
Filter



* (Criteria =Version Equal To All Versions)

Total Records Returned : 22

Filter Editor - ContainsSelect the filter conditions, enter a value in the dialog box and click the *Filter* button.

Drag a column header and drop it here to group by that column

<input type="checkbox"/>	Type...	Record ID...	Internal ID	Lifecycle State...	Title	Version	Category	Subfiles	Lock...	M..	Workflow	Tree
<input type="checkbox"/>		2924324	AREP-0000013	In Work	Aero Report		Aero Report	0				0
<input type="checkbox"/>		2924335	DWG-PROC-0000005	In Work			Block Flow Diagram	0				3
<input type="checkbox"/>		2924333	3DM-CSA-0000003	In Work	3D CADD C/S/A Mod...						0 of 1	2
<input type="checkbox"/>		2924329	AREP-0000001	In Work	Directional Stability Tests at M=	1.1.0.0	Aer					0
<input type="checkbox"/>		2924328	DWG-PROC-0000004	In Work	Block Flow Diagram (BFD) - CC	0.1.0.0	Blo					2
<input type="checkbox"/>		2924326	AREP-0000015	In Work	Aero Report - COPY	0.1.0.0	Aer					0
<input type="checkbox"/>		2924325	AREP-0000014	In Work	Report_Functional	0.1.0.0	Aer					0
<input type="checkbox"/>		2924320	AREP-0000011	In Work	Report_Functional	0.1.0.0	Aer					0
<input type="checkbox"/>		2924319	AREP-0000010	In Work	Aero Report	0.1.0.0	Aero Report	0				0
<input type="checkbox"/>		2924313	AREP-0000009	In Work	Directional Stability Tests at M=	0.1.0.0	Aero Report	0				0
<input type="checkbox"/>		2924312	AREP-0000008	In Work	Aero Report - COPY	0.1.0.0	Aero Report	2				0
<input type="checkbox"/>		2924311	AREP-0000007	In Work	WhereUsedResultSet - COPY(0.1.0.0	Aero Report	0				0

A logical condition can be chosen (And, Or).



Grid Layout: Search

Clear Filter



Highlight Text

Save Settings

Export



< * x

The filter icon will appear.

* (Criteria =Version Equal To All Versions)

Total Records Returned : 8

Drag a column header and drop it here to group by that column

<input type="checkbox"/>	Type...	Record ID...	Internal ID	Lifecycle State...	Title	Version	Category	Subfiles	Lock...	M...	Workflow	Tree
<input type="checkbox"/>		2924324	AREP-000013	In Work	Aero Report		o Report	0				0
<input type="checkbox"/>		2924326	AREP-000015	In Work	Aero Report - COPY		o Report	0				0
<input type="checkbox"/>		2924325	AREP-000014	In Work	Report_Functional							0
<input type="checkbox"/>		2924320	AREP-000011	In Work	Report_Functional	0.1.0.0	Aer					0
<input type="checkbox"/>		2924319	AREP-000010	In Work	Aero Report	0.1.0.0	Aer					0
<input type="checkbox"/>		2924312	AREP-000008	In Work	Aero Report - COPY	0.1.0.0	Aer					0
<input type="checkbox"/>		2924274	AREP-000004	Released	Report_Functional	1.0.0.0	Aer				1 of 2	0
<input type="checkbox"/>		2924259	AREP-000002	In Work	Aero Report	0.1.0.0	Aer				1 of 3	0

The *Title* column will be filtered according to the entered conditions.Select the *Clear* button to remove the list of your choices.
The *Filter Editor* will be released.
Search result will be updated.

My Searches

Grid Layout: Search [Info] Highlight Text Save Settings Export [Settings]

Group By this column

Selection Status Column
You will be able to group/sort/filter 'Selection Status' column to find all records that have been selected on multiple pages.
The Selection Status column is available in all grids (Favorites, Search, Tree...).

Drag a column header and drop it here to group by that column

Selection Status	Type	Record ID	Internal	Category	Subfiles	Lock	M..	Workf
<input checked="" type="checkbox"/>		2924324	AREP-0000001					
<input type="checkbox"/>		2924335	DWG-PROC-0000005	In Work	0.1.0.0			
<input checked="" type="checkbox"/>		2924333	3DM-CSA-0000003	In Work	1.1.0.0			0 of 1
<input type="checkbox"/>		2924329	AREP-0000001	In Work	1.1.0.0			0 of 4
<input checked="" type="checkbox"/>		2924328	DWG-PROC-0000004	In Work	0.1.0.0			
<input type="checkbox"/>		2924326	AREP-0000015	In Work	0.1.0.0			

Grid Layout: Search [Info] Highlight Text Save Settings Export [Settings]

* (Criteria =Version Equal To All Versions) Total Records Returned : 22

Selection Status [Info]

Selection Status	Type	Category	Subfiles	Lock	M..	V
▶ Selection Status:false(17)						
▶ Selection Status:true(3)						

Two groups will be created:
• 'True' contains the group of records which are selected.
• 'False' contains the group of record which are not selected.

My Searches

🔄 📄 👁️ 🔒 🔓 ⌵ 🟢 3 Items selected.

Grid Layout: Search ⓘ Highlight Text Save Settings Export ⚙️

< * x

🔗 * (Criteria =Version Equal To All Versions)

Total Records Returned : 22

Sorting : Selection Status - Desc

Drag a column header and drop it here to group by that column

1	Selection Stat...	Type...	Record ID...	Internal ID	Lifecycle State...	Title	Version	Category	Subfiles	Lock...	M..	Workf
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>						0.1.1.0	Aero Report	0		<input type="checkbox"/>	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>						1.1.0.0	3D CADD C/S/A M	0		<input type="checkbox"/>	0 of 1
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>						CC 0.1.0.0	Block Flow Diagra	0		<input type="checkbox"/>	
<input type="checkbox"/>			2924335	DWG-PROC-0000005	In Work		0.1.0.0	Block Flow Diagra	0		<input type="checkbox"/>	
<input type="checkbox"/>			2924329	AREP-0000001	In Work	Directional Stability Tests at M=	1.1.0.0	Aero Report	0		<input type="checkbox"/>	0 of 4
<input type="checkbox"/>			2924326	AREP-0000015	In Work	Aero Report - COPY	0.1.0.0	Aero Report	0		<input type="checkbox"/>	
<input type="checkbox"/>			2924325	AREP-0000014	In Work	Report_Functional	0.1.0.0	Aero Report	1		<input type="checkbox"/>	
<input type="checkbox"/>			2924320	AREP-0000011	In Work	Report_Functional	0.1.0.0	Aero Report	0		<input type="checkbox"/>	
<input type="checkbox"/>			2924319	AREP-0000010	In Work	Aero Report	0.1.0.0	Aero Report	0		<input type="checkbox"/>	
<input type="checkbox"/>			2924313	AREP-0000009	In Work	Directional Stability Tests at M=	0.1.0.0	Aero Report	0		<input type="checkbox"/>	
<input type="checkbox"/>			2924312	AREP-0000008	In Work	Aero Report - COPY	0.1.0.0	Aero Report	2		<input type="checkbox"/>	
<input type="checkbox"/>			2924311	AREP-0000007	In Work	WhereUsedResultSet - COPY	0.1.0.0	Aero Report	0		<input type="checkbox"/>	

You will be able to Sort within this column to find all records that have been selected on multiple pages.

My Searches

Grid Layout: Search Highlight Text Save Settings Export

* (Criteria =Version Equal To All Versions) Total Records Returned : 22

Drag a column header and drop it here to group by that column

Selection Status...	Type...	Record ID...	Internal ID	Lifecycle State...	Title	Version	Category	Subfiles	Lock...	M..	Workf
<input type="checkbox"/>			AREP-0000013	In Work	Aero Report	0.1.1.0	Aero Report	0			
<input type="checkbox"/>			DWG-PROC-0000005	In Work		0.1.0.0	Block Flow Diagram	0			
<input checked="" type="checkbox"/>		2924329		In Work	3D CADD C/S/A Model	1.1.0.0	3D CADD C/S/A M	0			0 of 1
<input type="checkbox"/>		2924329						0			0 of 4
<input checked="" type="checkbox"/>		2924329						0			

1

2

You will be able to **Filter** in this column to show only records selected on multiple pages. Select "is true".

Grid Layout: Search Highlight Text Save Settings Export

* (Criteria =Version Equal To All Versions) Total Records Returned : 22

Drag a column header and drop it here to group by that column

Selection Status...	Type...	Record ID...	Internal ID	Lifecycle State...	Title	Version	Category	Subfiles	Lock...	M..	Workf
<input checked="" type="checkbox"/>		2924333	3DM-CSA-0000003	In Work	3D CADD C/S/A Model	1.1.0.0	3D CADD C/S/A M	0			0 of 1
<input checked="" type="checkbox"/>		2924328	DWG-PROC-0000004	In Work	Block Flow Diagram (BFD) - CC	0.1.0.0	Block Flow Diagram	0			
<input checked="" type="checkbox"/>		2924325	AREP-0000014	In Work	Report_Functional	0.1.0.0	Aero Report	1			

3