# **QUICK GUIDE SEARCHING ESSENTIALS**



# **SEARCHING IN THE MAIL INBOX**

#### Simple search (top right): Enter key words in the search box $\triangleright$ click $\bigcirc$ icon

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		View:	System		•
Show:	Personal		-	Search all Inbox	Q

## Filter and Sort (top left):

Click **Filter/Sort** and select filters for your search **>** click Apply

<b>Filter/So</b>	rt					
Filters						~ `
Show:		Personal	•			
Received:		🔵 All mail	○ New mail ○ Ou	itstanding m	ail	
To:			-			•
From:		All compani	es 🔻			•
Attachment:		Contains	$\nabla$			
Attachment na	ame:	Contains	•			
Filter by:	Colu	imn	Operator		Value 🛈	
÷	Select	one	▼ Select one	•	Select some items	• 🛞 🗍
+ AND	Select	one	▼ Select one	-	Select some items	• 🛞
Reset	)					Apply

## Column filters (top center):

In the columns above the Register, enter key words or select the drop-down lists to apply filters to that column

Туре	Mail ref. 👃
<b>_</b>	
MEM	<u>WE-MEM-0001</u>

# **SEARCHING IN THE DOCUMENT REGISTER**

# Simple search (top right):

Enter key words in the search box  $\triangleright$  click  $\bigcirc$  icon

		View:	System		•
Show:	Personal		•	Search all Inbox	Q

## **Column filters (top center):**

Click **Filter/Sort** and select filters for your search **>** click **Apply** 

Document No. 👃	Rev	Sts
	₹	-
TR-SM-REVIEW-202	Contains	IFR
TR-RTIO-JV-00001	Does not contains	IFR
TR-RIOTINTO-0006	Equals	IFR
TR-RIOTINTO-0002	Does not equal	IFR
TR-RIOTINTO-0001	Begins with	IFR

# **NEED SOME MORE HELP?**



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# Take a course at InEight U university.ineight.com

# Filter and Sort (top left):

In the columns above the Register, enter key words or select the drop-down lists to apply filters to that column

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how: Lates	t unrestrained	•	Documents that I can o	lownlo 👻			
ilter by:	Module		Column	Operator		Value 🛈	
÷	Document	•	Select one	▼ Select one	•		$\otimes$
+ AND	Document	•	Select one	<ul> <li>Select one</li> </ul>	•		$\otimes$
+ AND	Document	-	Select one	▼ Select one	•		$\otimes$
+ AND	Document	•	Select one	▼ Select one	•		$\otimes$
+ AND	Document	-	Select one	▼ Select one	-		$\otimes$
fort by:	Column						
÷	Document No	•	<ul> <li>Ascending order</li> </ul>	O Descending ord	er	$\otimes$	
+ THEN	Select one	*	Ascending order	O Descending ord	er	$\otimes$	

## Note:

- For projects using the Vendor data module, you can filter the register based on metadata of a linked deliverable or purchased item
- The Module column lets you identify whether the filter is for a document, deliverable item, or purchased item
- The **Column** column lets you filter by a column in the register or a link type, such as Mail
- Use ? to search for any character. E.g., searching for Document Number A?1 will return A01, A11, A12 etc. Use \* to match any number of characters. E.g. Structur\* will return Structural, Structures, Structuring etc.