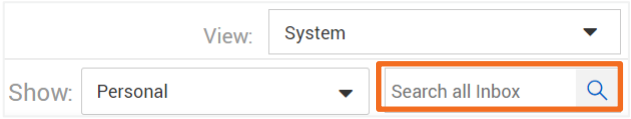
QUICK GUIDE

SEARCHING ESSENTIALS

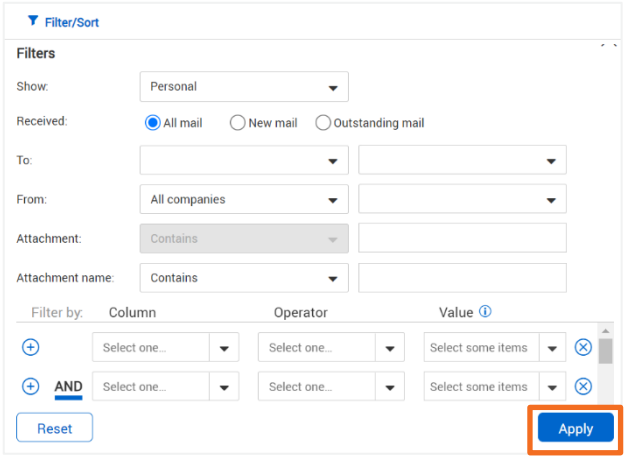
InEight® DOCUMENT

SEARCHING IN THE MAIL INBOX

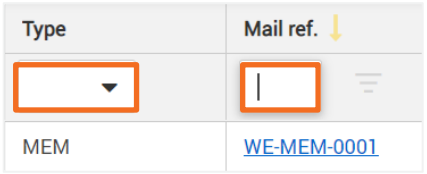
Simple search (top right):
Enter key words in the search box ▶ click icon



Filter and Sort (top left):
Click **Filter/Sort** and select filters for your search ▶ click **Apply**

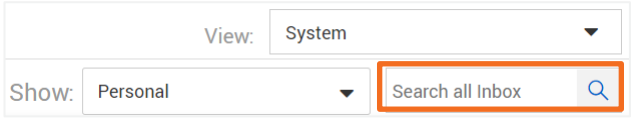


Column filters (top center):
In the columns above the Register, enter key words or select the drop-down lists to apply filters to that column

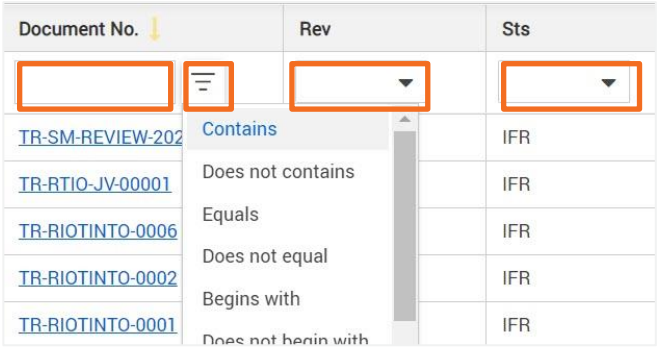


SEARCHING IN THE DOCUMENT REGISTER

Simple search (top right):
Enter key words in the search box ▶ click icon



Column filters (top center):
Click **Filter/Sort** and select filters for your search ▶ click **Apply**



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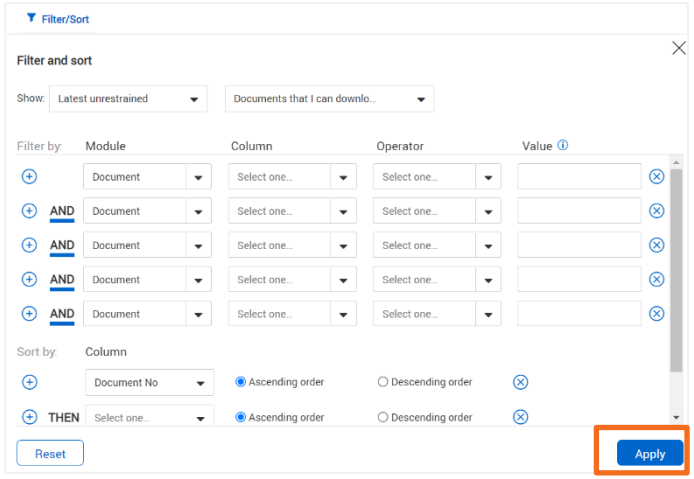
Filter and Sort (top left):
In the columns above the Register, enter key words or select the drop-down lists to apply filters to that column



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.