



**Goal:** This document focuses entirely on enabling a user to locate documents within EcoDox.

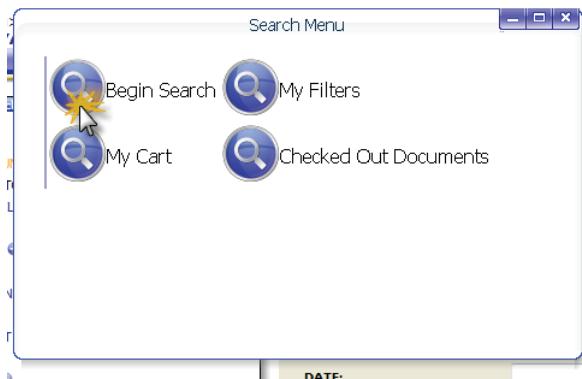
**Complexity Level:** Functional User

**Prereq / Related Instructions:** NONE

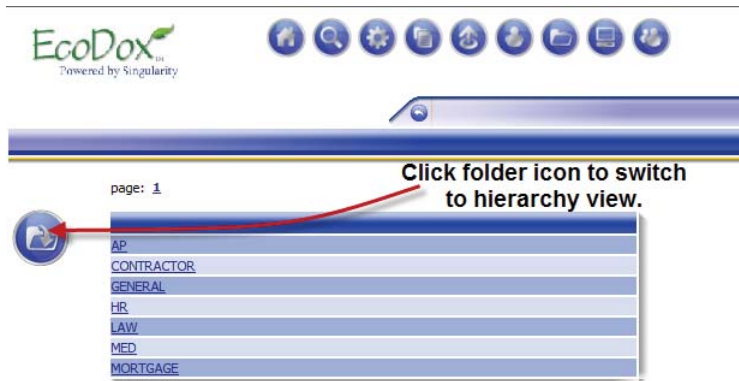
**Step 1: Navigate to Search** - Select the **Search** icon from the **Fisheye Navigation Board**.



**Step 2: Search Menu** – Upon selecting the search icon, a pwindow will open within the browser. Select the Begin Search icon within the pwindow.



**Step 3: Begin Search** – You will be redirected to the default search screen. If you wish to use the search tree view, select the folder icon as seen within the image.



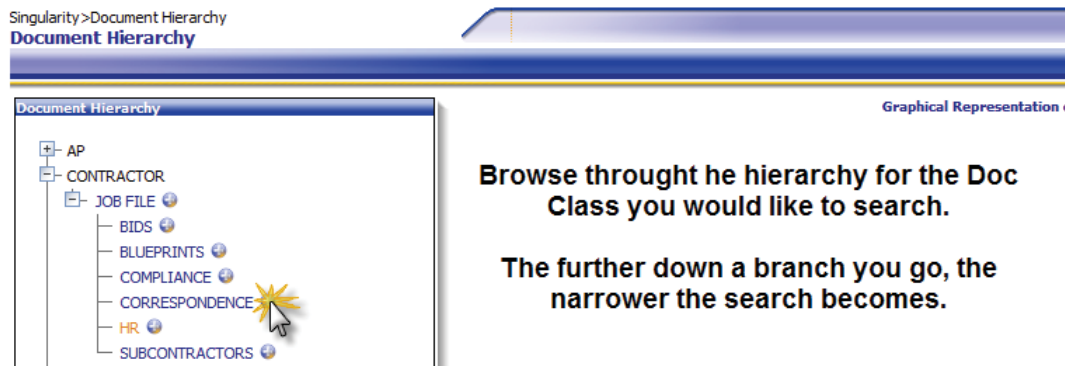


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**Step 3b: Select Doc Class** – Select the document type for which you would like to search.



Browse through the hierarchy for the Doc Class you would like to search.

The further down a branch you go, the narrower the search becomes.

**Step 3c: Index Search** – Enter values to search. Use the Search Qualifiers if you do not know the exact value to search. An initial search Value must be entered before you can click the Plus Icon to add multiple search values on a single index.

NAME:	<input type="text"/>		<input type="button" value="+"/>
PROJECT #:	<input type="text"/>		<input type="button" value="+"/>
JOB:	<input type="text"/>		<input type="button" value="+"/>
ADDRESS:	<input type="text"/>		<input type="button" value="+"/>
DATE:	<input type="text"/>	<input type="button" value="⌚"/>	<input type="button" value="+"/>
TAG:	<input type="text"/>		<input type="button" value="+"/>

Like  
Equal To  
Starts With  
Ends With

Click the clock to add a date to search

Select Search qualifier

Click here to add multiple search strings for a single index.

**Step 3d: Perform Search** – Select the Search button within the toolbar to execute the search within Singularity.



Click Search to perform your search

Complete!!!

