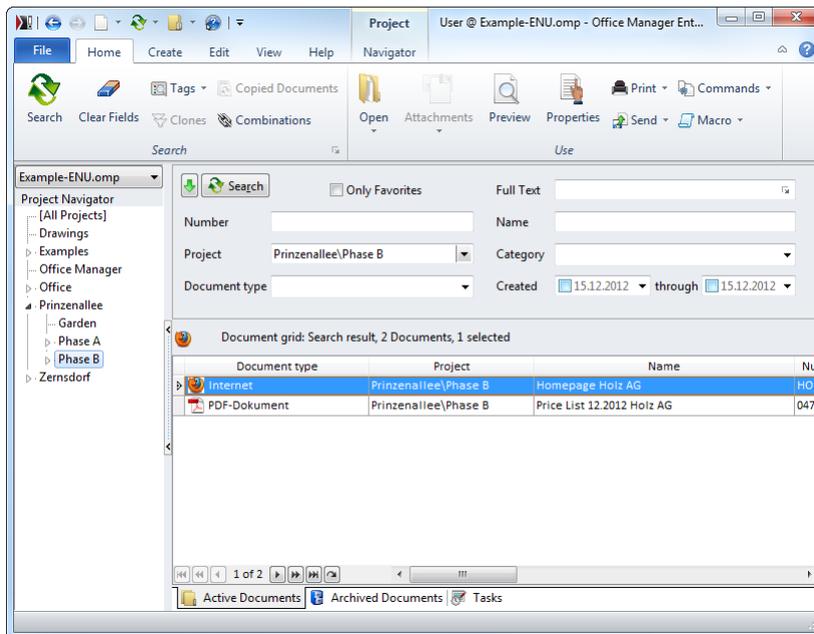


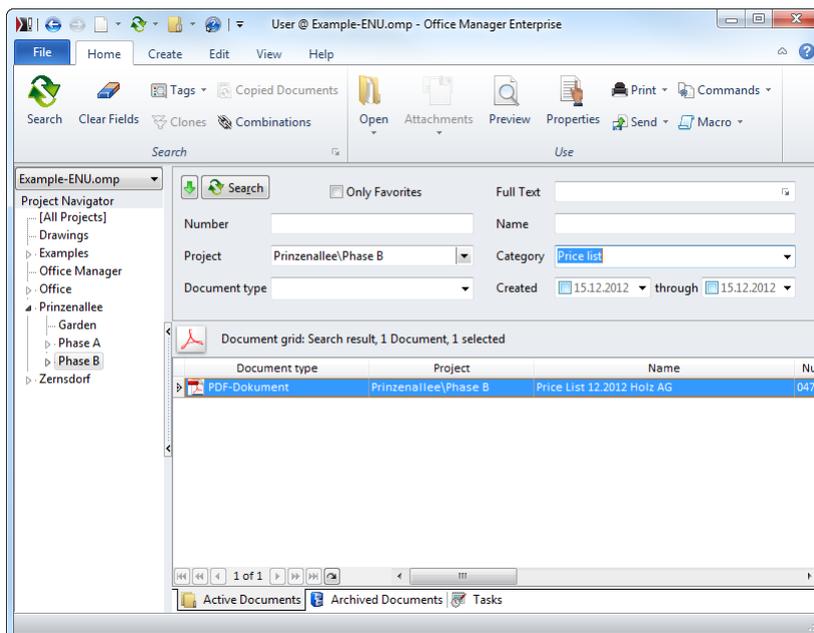
## Find Documents at any time

The primary search fields are located in the main window of the Office Manager, above the document table. You can search documents by their state, number, name, project, group, document type, etc.

For example, choose an entry from the pull-down list of search field **Project** (or enter the desired project in the field) and click on  afterwards. The document table will now only display documents from the selected project:



1. Should the number of hits be too large you can select more fields until you have found your document. For example, select an entry from the list **Category** and click on . The document table will only show documents belonging to the selected project and the selected category:



2. You can open the document with a double-click in the appropriate application. Alternatively choose another command in the menu **Home**.

The search fields do not have to be filled in completely. If you, for example, enter „Zern“ in the field **Project**, all projects are found that begin with „Zern“.

### Full-text search

With the primary search field **Full Text**, you can begin a full-text search in the documents. Please consider the settings in the full-text search; select the command **Preferences** in the menu **File | Options**. For example, on the page **Full-text index** you can specify if only attributes or the entire document text is to be indexed.

In every search field you can use the following wildcard symbols: Question mark (?) for single characters or asterisk (\*) for a character string. E.g., the entry „S?nders“ in the field **In Index** will search for all documents containing the word „Sanders“ and/or „Saunders“. Enter the exclamation mark (!) if you wish to perform a negative search. For example, the entry „!Spe“ will search for all words they do *not* begin with „Spe“.

### Project Navigator

If you switch the **Project Navigator** to visible you can limit your search quickly to the documents of a certain project by double-clicking.

### Automatic Search

The button  has an extra feature: It can be locked. For this, click on . The button  is now permanently active. The search begins automatically when you modify the contents of one of the primary search fields.

### Default search fields of the Office Manager interface

**Private Search:** Select this field to perform the search only in the documents that you have created yourself.

**In Index:** Search in full-text index.

**Number:** Search for document number.

**Name:** Search for document name.

**Project:** Search for projects.

**State:** Current editing state, like "Urgent", "Normal" etc.

**Document Type:** Search for assigned applications.

**Category:** Search for groups or Categories.

Select the entry **Primary Search Fields** in the menu **View | Customize | Customize Layout** to customize the program interface according to your needs.