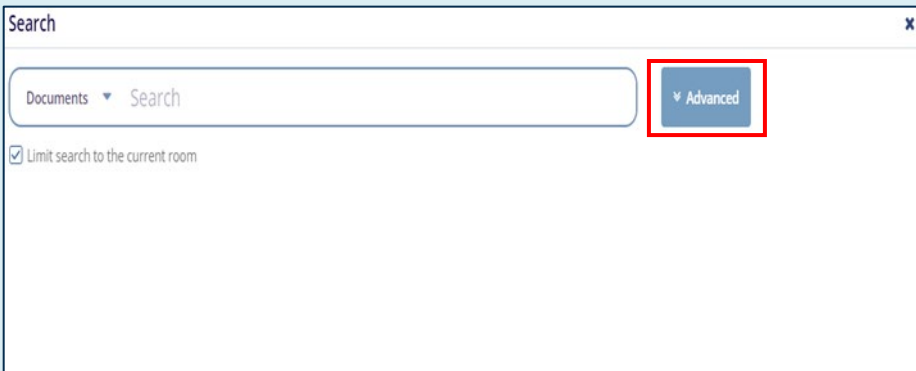
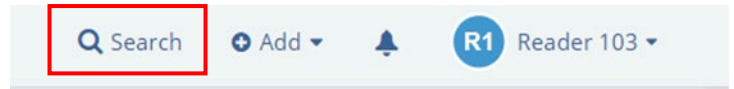


APPLICABLE TO:

- Administrators
- Editors
- Readers

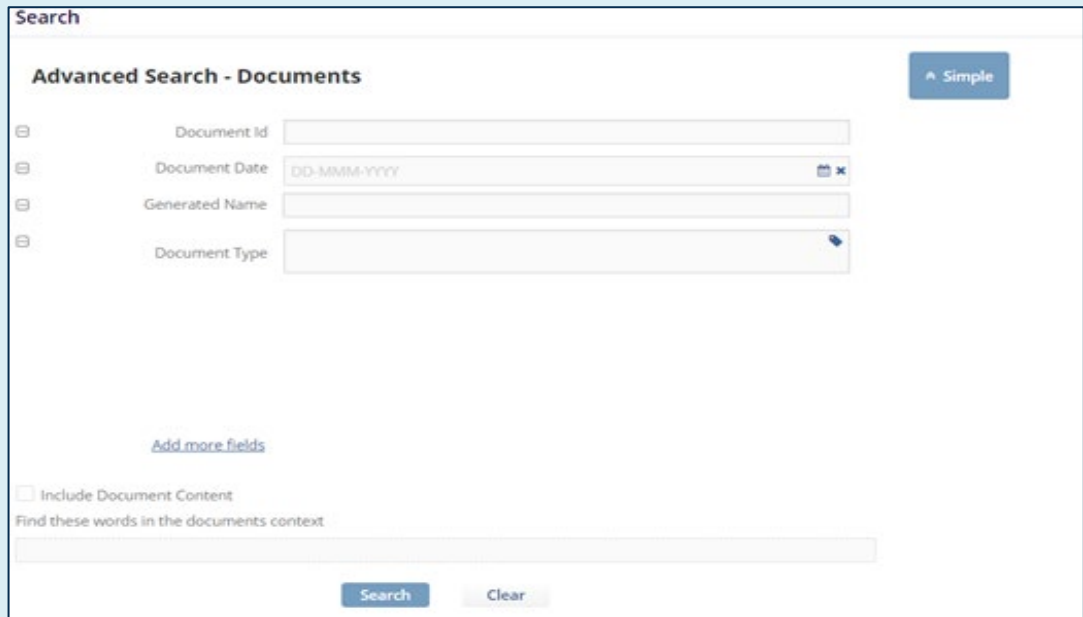
- eTMF
- Study Start-Up
- Collaborate

1. Open the Search function using the button located at the top-right of the screen.



2. Enter which keywords should be included in the search.

Tip: Users can also press the **Advanced** button to create a more detailed search.



Search

Advanced Search - Documents Simple

Room ID

Submitted Name

Submitted On

Document URL

Add more fields

Include Document Content
Find these words in the documents context

Users can click on **Add More Fields** to choose their advanced search options

By checking the box next to **Include Document Content**, users can perform a search for specific contents within a document by entering the desired text into the box below.

The results are displayed in a standard Grid format.

Users can choose to go directly to a document by clicking on the arrow.

Search

1572

Limit search to the current room

1 - 509 of 509 (0 selected)

	Document Id	Document Ty...	Document St...
<input type="checkbox"/> <input type="button" value="→"/>	280278	Subi Curricul...	Final
<input type="checkbox"/> <input type="button" value="→"/>	280285	Form FDA1572	Final
<input type="checkbox"/> <input type="button" value="→"/>	280290	Confidentialit...	Final
<input type="checkbox"/> <input type="button" value="→"/>	280292	Clinical Trial ...	Final
<input type="checkbox"/> <input type="button" value="→"/>	280411	Subi Curricul...	Final

Field Title	Searches
Document Date	<input checked="" type="checkbox"/>
Submission Date	<input checked="" type="checkbox"/>
Approval Date	<input type="checkbox"/>
Name	<input checked="" type="checkbox"/>
Expiration Date	<input type="checkbox"/>
Document Version	<input type="checkbox"/>

*Tip: Admins can enable or disable metadata fields for inclusion in the search function by using the Forms Settings menu in the Settings area of the system and checking the Searches box for the desired field.