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TI v10.3 December 2021 Page 1 of 3

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How to Perform a Search TI v 10.3

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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 system will also allow to search for **document content** from the **Enter keywords or phrase** search box which is located directly below the search button on the top right hand of the screen.

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How to Perform a Search TI v 10.3

Whichever method of search is used, the results are displayed in a standard Grid format.

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

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Field Title	Searches
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Name	
Expiration Date	
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*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.



TI v10.3 December 2021 Page 3 of 3