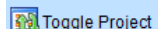


## Search process in PIRS

### 1. Searching via *Main View* & the *All Docs - By Folder Reference View*

In the „Main View“ all documents are shown in the appropriate folders, sorted by correspondence-number. Within the folders the documents can be sorted by date using „Click to Sort by Date“. Use „Click to Sort by Ref.No.“ again to undo the sort.

	Click to Sort by Date *	Responsible
★	▶ 100 SWITCHGEAR MAIN COMPONENTS	
★	▶ 200 STRUCTURAL ELEMENTS & CONNECTIONS	

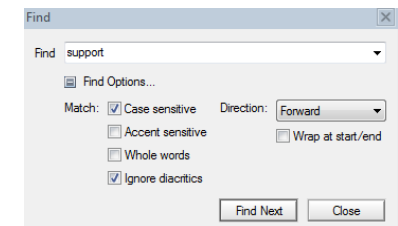
The “Toggle Project” button is used to hide the project name in the view and to search across all projects in the PIRS database. 

### 2. Search by topic title

The search by topic title applies to the current view and the visible columns.

Please execute the following steps:

- View – Expand/Collapse – Expand All
- Edit- Find/Replace
- Enter search term and click „Find Next“ until the wanted document is found

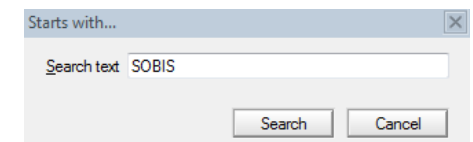


### 3. Quick Search

The Quick Search searches documents in the selected column, starting with the search term entered. To do so, enter the search term in the view „Search & Reports“ – „Sort“, the search box appears automatically.

#### Pre-condition

The column used for the search must be sorted



(Bitte hier klicken)

If you have further questions regarding our products or services, please feel free to contact us.

## 4. Full-text search

### Usage

Search for items (e.g. „Marketing“) or search items consisting of multiple words (e.g. „Kick-off Meeting“) in the current view (does not search in the whole database)

### Start with

Menu item “View” – “Search this view”

### Pre-condition

Database needs to be full text indexed (visible by the green traffic light in the upper right hand corner of the search box)

### Operators

To use different terms

- AND, and, &
- OR, or, |, ,
- NOT, not, !

E.g.: „Minutes of Meeting“ AND „Marketing“

### Placeholders

- \*
- ?

E.g.: \*ration, Oper\*tion, ?alagadi, Ca?marquilla

### Search in found documents

Open search options (“More”) and activate “Search in results”

Overwrite search term with another terms

### Advanced Search

- Word Variants (base word + certain extensions)
- Fuzzy Search (similar search) e.g. user requirements -> user group requirements

478 results found in '1.1 Main View Multi' matched your search. Indexed

Search for: "meet\*" AND "?minutes"

Conditions: Date... Author... Field... Form... Multiple words... Fill out example form...

Options:  Use word variants ('cat' will also find 'cats')  Fuzzy search  Search in results

Sort results by: relevance

Last indexed: 31.10.2011

20.501 documents

Buttons: Search, Clear Results, Save search..., Load search..., Max results..., Update Index

## 5. PIRS Wizard

Search for certain types of documents or field content available by clicking on the „Search Wizard“ Button in the view „Search & Reports“ – „Search“

## 6. Reports

Reports are the history of the PIRS Wizards. Here all search agents are stored and can be retrieved.

New reports can also be created.

Search Wizard Clear Results Export selected Docs to Excel

Folder Title Date Ref. Number Subject Responsible

Search in documents

E-Mail  Project Letter  Correspondence Control  All

Library Item  Action Item  Fax Memo

where field: Body contains instruction

Ref. No. contains BFD

History: 1 of 3 Clear Close Search

## Useful tools for fast retrieval of documents

### 1. Cross Reference

Link related documents (e.g. the answer refers to the initial e-mail).

Cross Referencen can be set manually in the document header.

Date	25.10.2010
Project	Rayyan Village
Ref. No *	PIRS-Z-00001
Folder *	918.4 PIRS Support
Add. Folder	
Cross-references	
Tags	Communication Equipment; Hardware; Project Management

### 2. Tags

Tags are user defined keywords which can be set in the document header.

By using Tags documents can be found faster by the existing search mechanisms.

### 3. Find documents in different views

To find a document in a different view, mark the document you want to search for and hold down the „STRG“ -key, during changing the view. The searched document is now selected in the chosen view.