

How-To Guide

Searching eDRAWS



— BUREAU OF —
RECLAMATION

KIN-BOR-P24027-WRK-001

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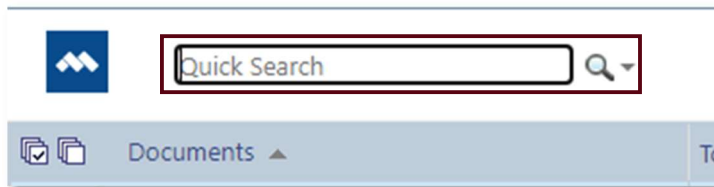
Introduction

This document provides the user with a step-by-step guide on how to use search functionality within eDRAWS, to accompany the how to videos published on the USBR User Portal.

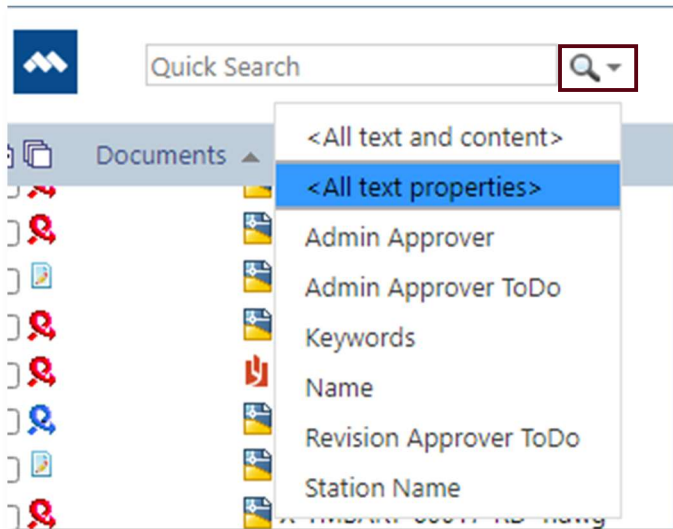
Searching in eDRAWS

Quick Find


1. Enter the desired search term into search bar and select the magnifying glass icon (or hit enter).



2. The search property can be changed by using the dropdown next to the magnifying glass (the default is always set as <All text properties>).



3. The search results can be filtered on the property columns by clicking on the column header eg. Status column to only look at drawings with the status of Released.

Documents ▲		To-Do Person	Status 
Search Results ✓			
<input type="checkbox"/>	1004-905-60000-RD-1.dwg	Jason Hiles	Draft
<input type="checkbox"/>	1004-905-60000-RD-1.dwg		Ready for Release

4. Select Filter By... from the dropdown menu.





Status	Rev
Dr	1.1
Re	0.4
Re	0
Draft	0.1


5. Select your chosen property value(s) to filter on and select Apply.


Status	R
<input type="checkbox"/> Draft	
Dr <input type="checkbox"/> Quick Change	1
Re <input type="checkbox"/> Ready for Release	0
Re <input checked="" type="checkbox"/> Released	0
Dr <input type="checkbox"/> Retired	0
Dr <input type="checkbox"/> Technical Approval	0
Re <input type="checkbox"/> Unchanged	0
Re <input type="checkbox"/> Under Change	0
Dr <input type="checkbox"/> Apply	0











6. The search results will be updated to filter the returned documents based on the filtered property.





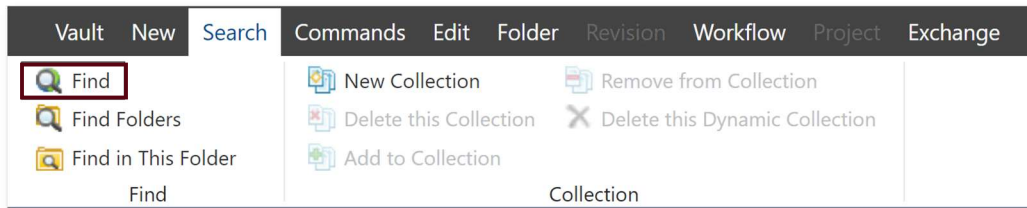
 Search Results

 0-All Data

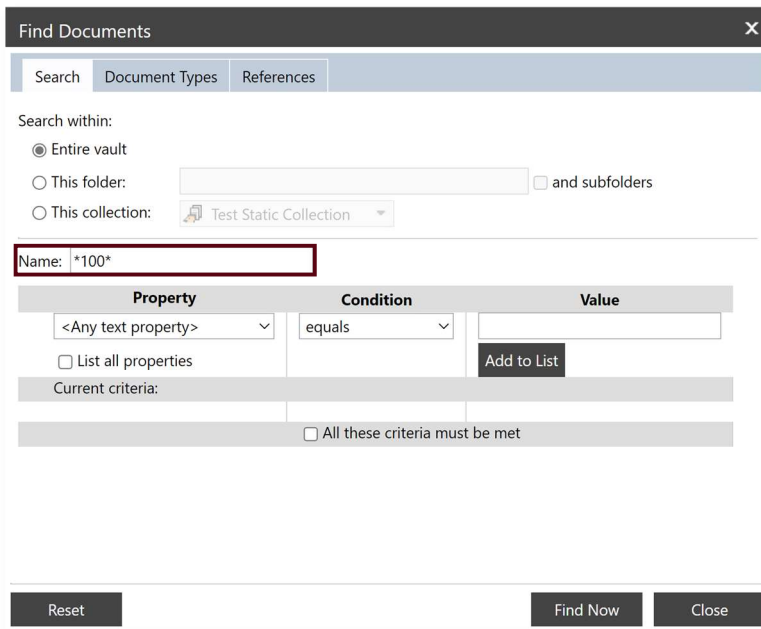
<div> Documents</div>	To-Do Person	Status 	Revision
<div> Search Results</div>			
<div><input type="checkbox"/>  1004-905-60000-RD-1.dwg</div>		Released	0
<div><input type="checkbox"/>  1017-D-60001-RD-1.pdf</div>		Released	0
<div><input type="checkbox"/>  3579-TDRO-60000-RD-1.DWG</div>		Released	1
<div><input type="checkbox"/>  GC-Test(10).pdf</div>		Released	1
<div><input type="checkbox"/>  GC-Test(6).pdf</div>		Released	1
<div><input type="checkbox"/>  GC-Test(7).pdf</div>		Released	1
<div><input type="checkbox"/>  GC-Test(8).pdf</div>		Released	1

Find Documents

1. From the toolbar ribbon, select Search and then Find to open a more detailed search option for drawings



2. Enter either part of or the full name of the drawing which you want to search for eg. "100"
 - Place an asterisk before and after the name for the best results – the asterisk is a wildcard and allows any text string to appear before and after the name
 - A question mark (?) is another wildcard which allows a single character to appear before/after the name you're searching for
 - Capitalization doesn't matter when searching, but spaces and characters do



3. Searching can be continued by using the right-hand panel or by re-opening the detailed search option by clicking Search > Find from the toolbar ribbon



The screenshot shows the Vault application interface. On the left, a list of documents is displayed under 'Search Results'. The main panel shows a table with columns 'To-Do Person' and 'Status'. The 'Status' column contains values like 'Ready for Release', 'Released', 'Draft', and 'Retired'. On the right, a 'Properties' panel is open, showing a search criteria table with columns 'Property', 'Condition', and 'Value'. The table contains one row: 'Status' equals 'Released'. Below the table, there are checkboxes for 'All these criteria must be met' and 'List all properties'. At the bottom of the panel are 'Reset' and 'Find Now' buttons.

Property	Condition	Value
Status	equals	Released

4. If needed, click Reset in the bottom-left corner to clear the previous search criteria and start again
5. Get more specific search results by adding properties to search on by selecting the required property from the dropdown and select Add to List
 - Click List all properties to search on inbuilt Meridian properties such as Status

The screenshot shows the 'Find Documents' dialog box. It has tabs for 'Search', 'Document Types', and 'References'. Under 'Search within:', there are radio buttons for 'Entire vault', 'This folder:', and 'This collection:'. The 'Name' field contains '*100*'. Below this is a table with columns 'Property', 'Condition', and 'Value'. The table contains one row: 'Status' equals 'Released'. Below the table, there are checkboxes for 'List all properties' and 'All these criteria must be met'. At the bottom are 'Reset', 'Find Now', and 'Close' buttons.

Property	Condition	Value
Status	equals	Released

6. Check the box for All these criteria must be met to use search on all the properties (this is the AND operator)
 - Leave the checkbox unticked to search under any of the properties (this is the OR operator)

This is a close-up of the search criteria table and checkboxes from the previous screenshot. The table has columns 'Property', 'Condition', and 'Value'. The row shows 'Status' equals 'Released'. Below the table, there are checkboxes for 'List all properties' and 'All these criteria must be met'. The 'All these criteria must be met' checkbox is highlighted with a red box.

Property	Condition	Value
Status	equals	Released



7. Narrow down the search results even further by selecting the options to search in specified folders or collections, or searching on specific document types or references

Find Documents

Search Document Types References

Search within:

☒ Entire vault

☐ This folder: ☐ and subfolders

☐ This collection: Test Static Collection

Find Documents

Search Document Types References

Restrict search to document types:

- ☐ 3D Model
- ☐ Drawing
- ☐ Generic Document
- ☐ Inventor Drawing
- ☐ Inventor Model
- ☐ Inventor Project
- ☐ Library Document
- ☐ Model Support
- ☐ Project Attachment
- ☐ Revit Model
- ☐ Transmittal Sheet

Set All Clear All

Reset Find Now Close

Find Documents

Search Document Types References

☐ Include documents by reference

- ☒ Include documents referenced by the found documents
- ☐ Include documents that reference the found documents
- ☐ Include both

☐ Recursively

Restrict to the following reference type:

☐ Include drawing and presentation files

☐ Include hybrid parts in search results

Reset Find Now Close