Global search

Public 360° is setup to index metadata from all entities in Public 360° as well as the content of files.

To search

Simply type in your search term in the *Global search*field(1) and press **Enter**or click the magnifying glass.

The result is presented as a list consisting of all hits (2), whether it’s files (including file content), cases, documents, estates, projects or other entities. The result set is ranked according to the best hits.



#### Filter your search result

You can filter your search result to find exactly what you want. Filtering your search results does not change any of your search settings.

**Using element filters**

Below each element tab, you find additional filters that you can apply to your search. The filters are customized for each element type. In the example below, we have selected the **Documents** element and opened the **Category**filter.



By clicking **Clear**, you can at any time clear the filter and return to the original search result list.



## Advanced search

The *Advanced search* facility gives you a number of search fields to use individually or in combination.

Unlike *Global Search*, Advanced search consists of a number of search fields linked to corresponding fields in the database. Advanced search produces search results if the values entered in the search fields match those stored in the database.

NOTE. This help topic is not updated

1.    Open **Advanced search**and then the element type you want to search for.



2.    The easiest way to create a search is to start with an existing search favourite.

3.    Add the required search criteria and click **Search**.