Lab 7 -Using Search Tools

Chapter Objective

- Using the Quick Search method
- Searching for CDOT Attributes
- Saving Search Forms

Lab 7.1 - Quick Search Method

The Quick Search Method is easy to access and input search criteria. The search results will be shown in the Document List area (upper right panel).

1. Navigate to the top of your student folder and click on the folder.

Note: Be sure to click on the folder.



2. Enter *aerials* into the search toolbar and select the Enter key.

Search	×
₩ - Search 💭 *aerials*	-

A document and a folder are found in the student folders.

3. To find the folder location of the document, *right-click* on the document and select **Open Folder**.

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Aerials.dgn	Сору То	
🖉 Aerials	Move To	
	Rename	
	Delete	
	Modify	
	Modify Spatial Attributes	
	Add Comment	
	Open Folder	
	Set 🔸	
	Send To 🕨	

The folder will be opened and the document will show in the Document List area.

4. **Select** the **down arrow** on the right side of the search toolbar. A listing of previous searches is available to be used again.



Lab 7.2 - Searching for CDOT Attributes

The Search by Form method can be used to search by properties and attributes for any documents.

1. **Select** on the **down arrow** next to the binoculars icon on the search toolbar. This will open the **Search by Form** dialog box.



- 2. **Select** the **General** tab. A search can be completed on any of the available properties.
- 3. In the *Folder* area of the *General* tab, **select** the **Look in Change** button. Here is where the search folder should be entered.

🖌 Search by Form - CD	OT_Active_Projects		
General Attributes Mo	ore Attributes File Properties Full 7	Text Spatial	
Document			
Name:			
Description:			
Version:		Workflow:	<none></none>
Sequence:	Only Current	State:	<none></none>
Application:	<none></none>	Department:	<none></none>
Status:	<none></none>	Out to:	<none></none>
Status set by:	<none></none>	On:	
Created By:	<none></none>	On:	
Updated By:	<none></none>	On:	
File			
File Name:			
File Size:		Storage:	<none></none>
File Updated By:	<none></none>	On:	
		Conflicts:	•
Folder			
Look in			Change
Include subfolders			
Name:			
Description:			
Environment Name:	KEYS		Change
Find in this Environm	nent only		
Look For Add OR Grou	qu		Clear Saved Search -
OK Can	cel Apply V Show	results in new wind	low

4. In the *Select Folder* dialog box, navigate to your student folder and select **OK**.

neral Attributes	More Attributes File Properties Full Text	
Document		
lame: Description: /ersion:	7 Select Folder	
equence:	Folders	~
pplication: itatus: itatus set by: izreated By: Jpdated By: ile ile Name: ile Size: ile Updated E	ROW_Reception_Data ROW_Reception_Data Sec Committee Sec Files Steering Committee Task Force - ProjectWise TomP - CDOT_INFO TomP - Template Development Templates Training Training Training - CDOT_Info Training - CDOT_Info Training - CDIT_Info TOT - CLASS TOT - CLASS	
older .ook in Include sub	B-10 ²⁶ MurpheyM B-10 ²⁶ StevensP	✓ hange
lame:	pw:\\VHQPWZ01.dot.state.co.us:PwiseProduction\Docum	
Description: Environment N	OK Can	cel
Find in this Env	ironment only	
	- 1	-0 17 1 1
ok For Add OR	Group Clea	r Saved Search

ROOT\Training – Online Classes\ProjectWise End Users ClassYourStudentFolder.

5. Also in the *Folder* area, toggle **ON** *Include subfolders*. This allows the search to look beyond just the folder that was selected.

Folder	
Look in	Training - CDOT_Info\ProjectWise SS4 End User Training\ Change
Include subfolders	
Name:	
Description:	
Environment Name:	KEYS Change
Find in this Environme	ent only
Look For Add OR Group	Clear <u>S</u> aved Search ▼
OK Cance	el Apply Show results in new window

6. Select the *Change...* button for the *Environment Name*:

7. In the *Select environment* dialog box, select **CDOT_INFO** for the environment.

Search by F COOT A VI D I V	- 0 X
Canal III Select environment	
General Att	
Document	
Name: Environments	
Description (None)	
Version: RRIDGE_INFO	
Sequence CDOT	
Statue: IRF_PHOTOS	
KEYS	
Status set	
Created By PROJECTS	
Updated B ROW DOC TYPE	
File ROW_RECEPTIONS	
File Nerror	
File Size:	
File Update	
	Change
V Include OK Cancel	
Name:	
Description:	— ă II
Environment Name: CDOT_INFO	
	Change
Look For Add OR Group Clear	Saved Search -
OK Cancel Apply V Show results in new window	

- 8. Select **OK** to continue.
- 9. **Select** the **Attributes** tab. Any of these fields could be used in a search also.

NOTE: Each Specialty Group has a custom interface to view ProjectWise Attributes. The default interface is **CDOT**.

10. From the *ProjectWise Explorer toolbar*, select the down arrow on the **Interface** button to see other interfaces.



- 11. Go through the list to see how the Attribute Interface changes. Attributes pertaining to the Specialty Group are shown and can be used for searching.
- 12. Return to the **CDOT** interface.
- 13. **Select** the **More Attributes** tab, these are additional attributes created for CDOT Projects.
- 14. Key-in XYZ Consultant in the Sub Consultant field.

🖌 Search by Form - CDOT_Active_Projects 📃 🖃 🔤				
General Attributes More Att	ributes File Properties Full Text Spatial			
Prime Consultant				
Sub Consultant	XYZ Consultant			
Route 1				
Route 1 MP Begin				
Route 1 MP End				

15. Toggle **ON** *Show results in new window*. The default is to show the search results in the Document List area. This setting will bring the results up in a separate window.

Look For Add OR Group	Clear <u>S</u> aved Search ▼
OK Cancel Apply	☑ Show results in new window

16. **Select Apply** to run the search. The search results will be shown in the new window.

Folder Look in Include subfolders Name: Description:	Training - CDOT	Info∖ProjectWise SS4 End Use	r Training\ Change	
Environment Name:	CDOT_INFO ment only		Change	
Look For Add OR Grou OK Can	up cel App	V Show results in new	Clear Saved Search window	h -
ProjectWise - Search12				OK
Name		File Name	Description	full_file_name
93222 Bridge Prototy	/pe.jpg	93222 Bridge Prototype.jpg	93222 Bridge Prototype	pw:\\hqpwz01.dot.state.co.us:PwiseProduction\
🥒 🖊 93222BridgeModel01	L.dgn	93222BridgeModel01.dgn	93222BridgeModel01	pw:\\hqpwz01.dot.state.co.us:PwiseProduction\
	L.dgn	93222BridgeProfile01.dgn	93222BridgeProfile01	pw:\\hqpwz01.dot.state.co.us:PwiseProduction\
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Lab 7.3 - Saving a Search

Search criteria can be saved for use at a later time.

- 17. In the lower right corner of the *Search by Form* dialog box, select the **Saved Search** button.
- 18. Select Save As. This will open the Save Search dialog box where the search can be named and saved.



19. Select the Browse button to select the project folder to be search.

20. Navigate to your student folder and select OK.



- 21. Under the Save Searches area, select Personal.
- 22. Toggle On the Saved Search Name and enter Consultant Search.
- 23. Select Save to close the Search by Form dialog box.
- 24. To use the saved search, navigate to your student folder in the Datasource area (left side of ProjectWise Explorer).

25. Expand the **Saved Searches > Personal** folder.

Datasource Folde	r Document Export View Tools	wind
김왕광 목	Do Po to the test @ Address	🞐 pw:\
🙀 🔹 Search 🔎		
📋 🗁 🚺 T	raining - Online Classes	^
ė- <u>2</u>	ProjectWise End Users Class	
e	⊡ <mark>20</mark> * DahlR	
Ē	- 💯 MurpheyM	
	🕀 💯 Bridge	
	Business_Office	
	Construction	
	🗄 💯 Design	
	🗄 💓 Engineering_Estimate	
	🗄 💋 Environmental	
	Hydraulics	
	i 💯 Materials_Geotechnical	
	🗄 💯 Planning	
	Plans_and_Specs-PDFs	
	🖶 💯 Project_Manager	100
	E ROW_Survey	
	Traffic_ITS	
	Utilities	
	🗄 🔀 Dgn Indexing	
	Saved Searches	
	Personal	
	Consultant Search	

26. **Select** the **Consultant Search**. The search will display the documents found in the Document List area on the right.