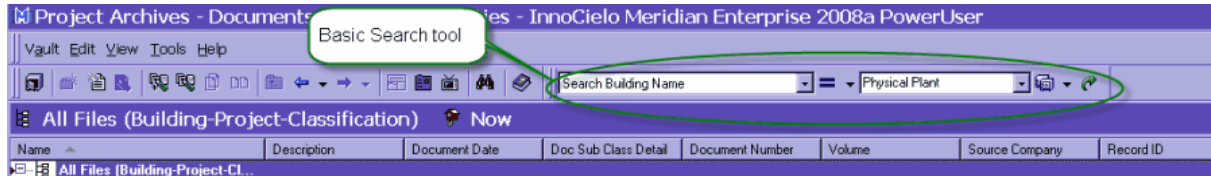


### 3.1.2 Basic Search

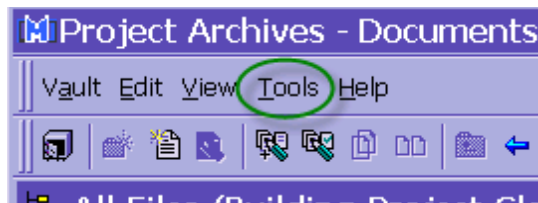
Basic Searching gives users the option to search on a specific document property across multiple vaults.



The Basic Search tool properties drop-down list contains only the properties for the vault you are currently in.

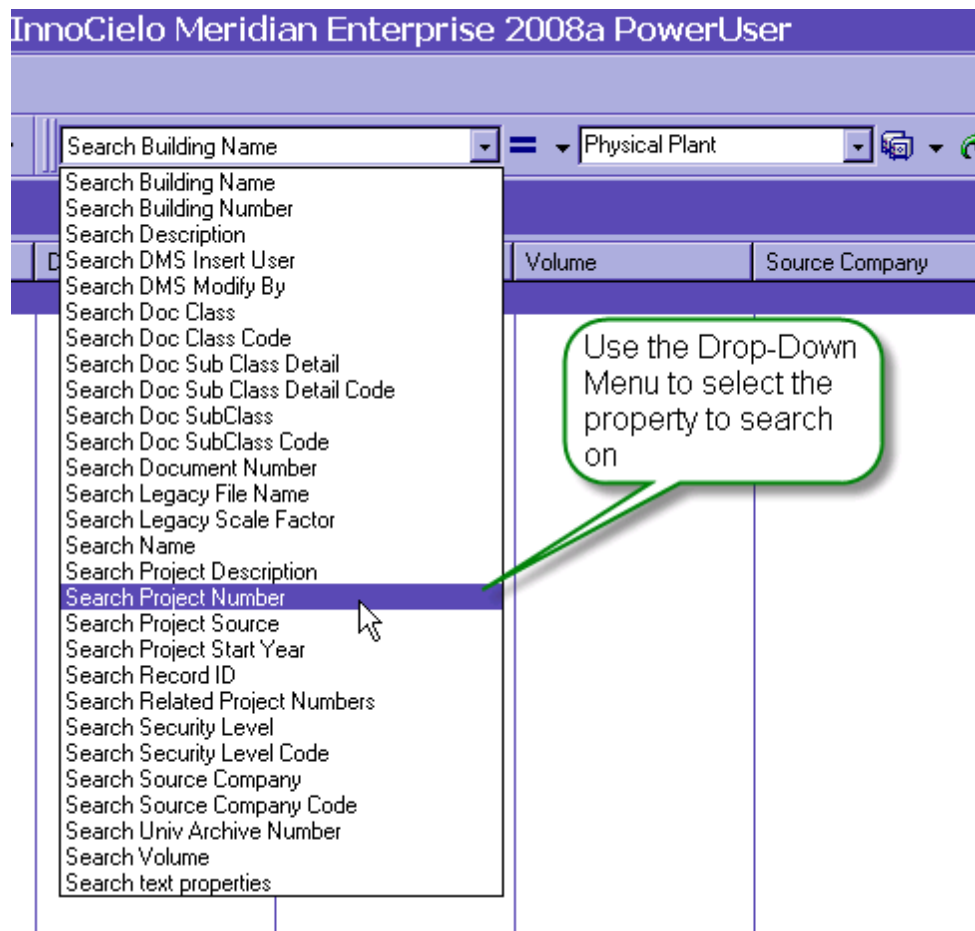
Depending on whether you search in 'this vault' or 'all vaults', the search results will be returned in a different format.

The Records Tools are available to assist users in finding Project Numbers, Project Names, Building Numbers, Building Names, etc to search against.

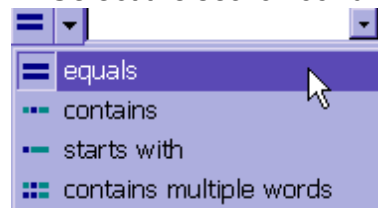


### 3.1.2.1 Using Basic Search

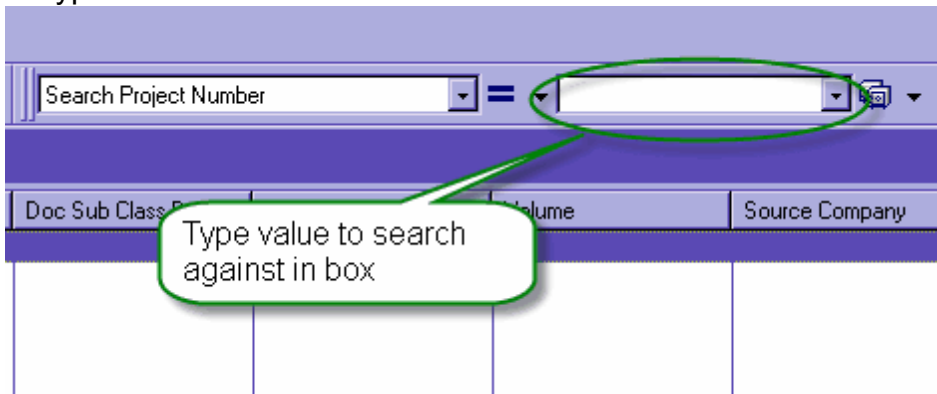
#### 1. Select the document property



#### 2. Select the search condition



### 3. Type Value in the search box



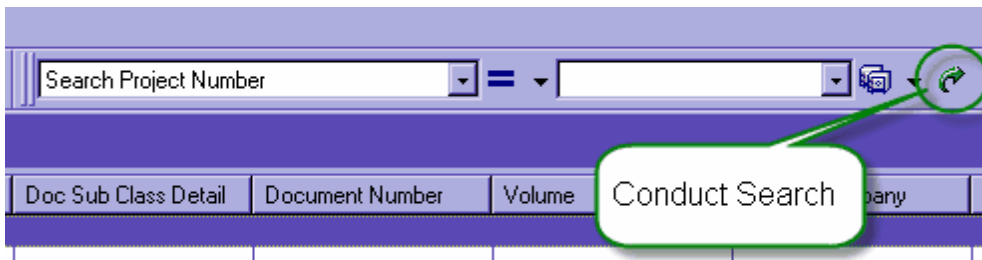
*Tip - When searching on building number, padding your number with zeros will result in a more concise search*

*example - building 67 should be 0067*

### 4. Select the Search Scope

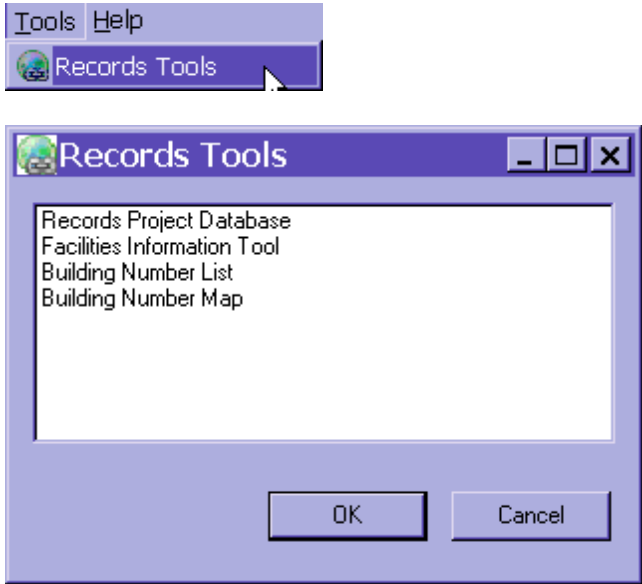


### 5. Conduct the search



3.1.2.1.1 Records Tools

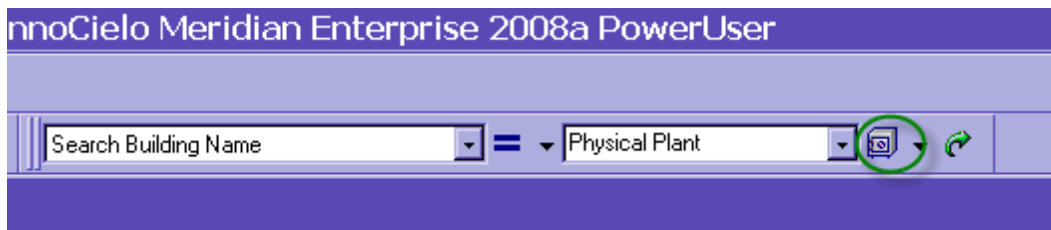
When searching on a specific document property, if the user needs to look up information about the building or project, they can access the Tools Menu in Meridian and choose the appropriate application.



### 3.1.2.2 'This Vault' Search

A search conducted in 'This Vault' will take the user directly to the information they searched for.

It is important to remember the results will only contain the Document Types in the Vault you are currently searching in.



Vault Edit View Document Tools Help

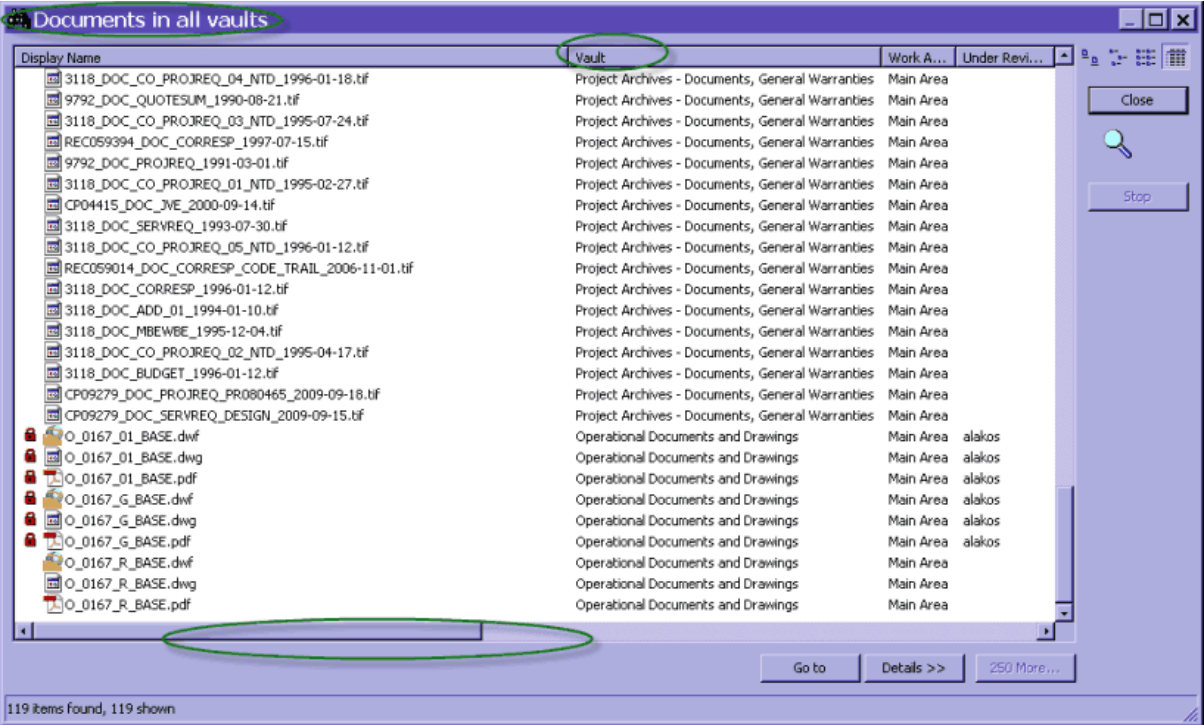
Search Building Name = Physical Plant

**Find Results** Notice you are now in a new view called 'Find Results'

Name	Document Date	Doc Class	Doc SubClass	Doc Sub Class Detail	Docum
<b>Find Results</b>					
0104_DOC_CORRESP_PER...	1/23/1995 12:00:00 ...	DOCUMENT	CORRESPONDENCE		
0104_DOC_CORRESP_WRI...	1/1/1995 12:00:00 ...	DOCUMENT	CORRESPONDENCE		
0104_DOC_PRELIMCORR_1...	11/28/1994 12:00:00 ...	DOCUMENT	PRELIMINARY COR...		
0114_DOC_DESDOC_1990-0...	2/6/1990 12:00:00 ...	DOCUMENT	DESIGN DOCUMENT		
0114_DOC_PROJREQ_1990...	2/21/1990 12:00:00 ...	DOCUMENT	PROJECT REQUEST		
0649_DOC_ADD_01_1991-0...	3/5/1991 12:00:00 ...	DOCUMENT	ADDENDUM		01
0649_DOC_CO_CO_02_1991...	5/1/1991 12:00:00 ...	DOCUMENT	CHANGE ORDER	CHANGE ORDER	02
0649_DOC_CO_PROJREQ_0...	12/12/1991 12:00:00 ...	DOCUMENT	CHANGE ORDER	PROJECT REQUEST	08
0649_DOC_DESDOC_1991-1...	12/6/1991 12:00:00 ...	DOCUMENT	DESIGN DOCUMENT		
0649_DOC_SPEC_SPEC_19...	2/22/1991 12:00:00 ...	DOCUMENT	SPECIFICATIONS	SPECIFICATIONS	
0649_DOC_TESTBAL_AIR_1...	12/10/1991 12:00:00 ...	DOCUMENT	TEST AND BALANC...		
2069_DOC_CO_CO_04_1994...	8/12/1994 12:00:00 ...	DOCUMENT	CHANGE ORDER	CHANGE ORDER	04
2069_DOC_DESDOC_1992-1...	10/8/1992 12:00:00 ...	DOCUMENT	DESIGN DOCUMENT		
2069_DOC_DESDOC_BLAD...	8/13/1992 12:00:00 ...	DOCUMENT	DESIGN DOCUMENT		
2069_DOC_DESDOC_HEATI...	8/3/1995 12:00:00 ...	DOCUMENT	DESIGN DOCUMENT		
2069_DOC_DESNOTES_199...	5/13/1993 12:00:00 ...	DOCUMENT	DESIGN NOTES		
2069_DOC_DESNOTES_AIR...	1/27/1993 12:00:00 ...	DOCUMENT	DESIGN NOTES		
2069_DOC_DESNOTES_PU...	10/22/1992 12:00:00 ...	DOCUMENT	DESIGN NOTES		
2069_DOC_SPEC_SPEC_ME...	8/10/1992 12:00:00 ...	DOCUMENT	SPECIFICATIONS	SPECIFICATIONS	
3011_DOC_PHOTO_1992-10...	10/9/1992 12:00:00 ...	DOCUMENT	PHOTOGRAPHS		
3118_DOC_ADD_01_1994-0...	1/10/1994 12:00:00 ...	DOCUMENT	ADDENDUM		01
3118_DOC_BUDGET_1996-0...	1/12/1996 12:00:00 ...	DOCUMENT	BUDGET		
3118_DOC_CO_PROJREQ_0...	2/27/1995 12:00:00 ...	DOCUMENT	CHANGE ORDER	PROJECT REQUEST	01
3118_DOC_CO_PROJREQ_0...	4/17/1995 12:00:00 ...	DOCUMENT	CHANGE ORDER	PROJECT REQUEST	02

3.1.2.3 'All Vaults' Search

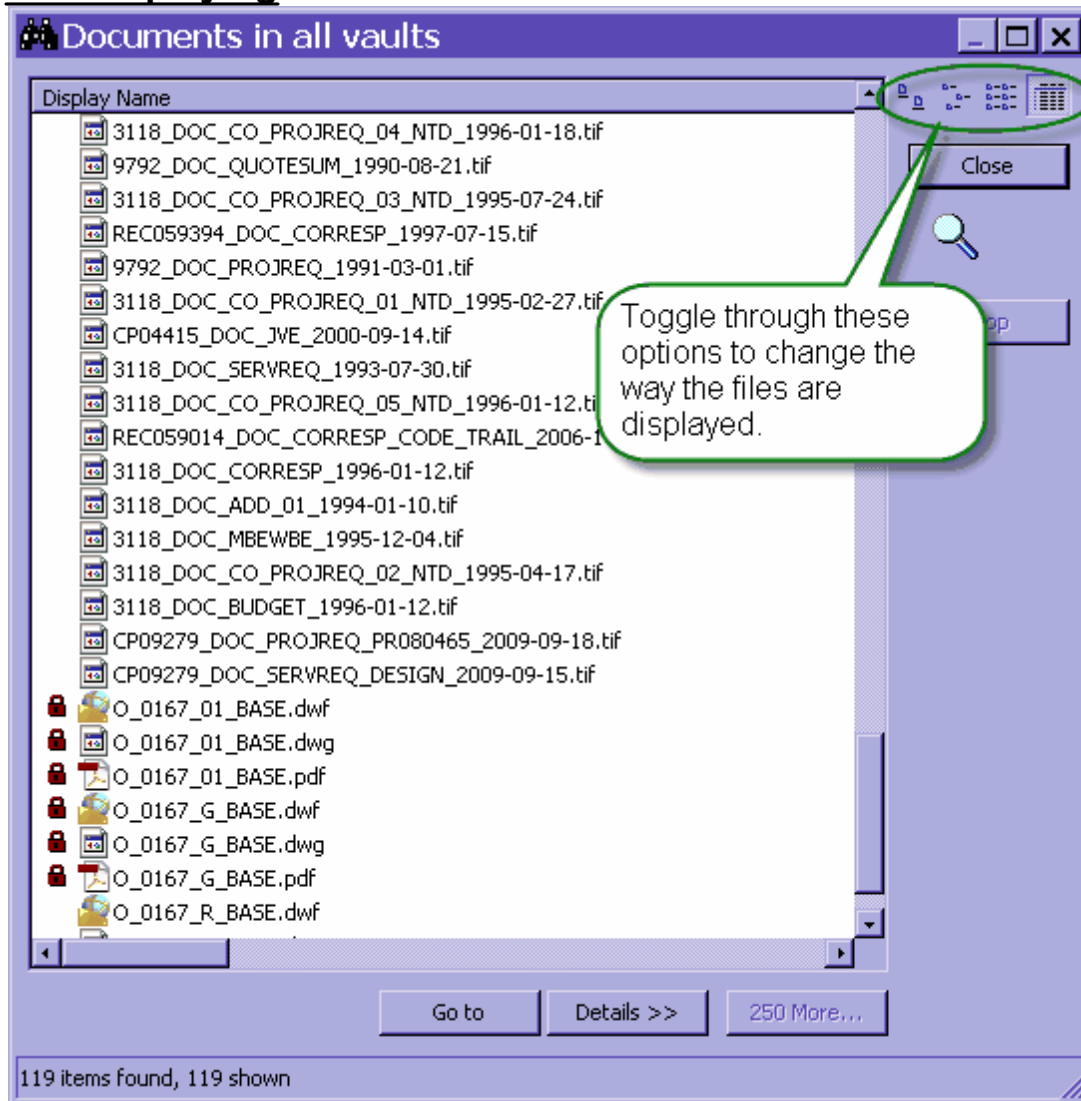
A search conducted across 'All Vaults' will open a separate window that contains all the Document Types across all Meridian Vaults with the property that was searched against.



## 3.1.2.3.1 'All Vaults' Options

Within the window that contains the 'All Vaults' search return list, there are different options the user can utilize.

## File Displaying



## More Items Found

The screenshot shows a web application window titled "Documents in all vaults". The main area contains a list of document titles, each with a small icon to its left. The titles include various document identifiers and dates, such as "CP02041\_DOC\_CO\_REQUEST\_67\_2005-06-01.tif" and "2789\_DOC\_CORRESP\_NOTIFICATION\_OF\_WASTE\_ACCEPTAN\_1992-12-16.tif".

At the bottom of the window, there is a status bar that reads "1863 items found, 250 shown". To the right of the list, there are buttons for "Close", "Stop", "Go to", "Details >>", and "250 More...".

Three callout boxes provide instructions:

- A box on the left says: "Pay close attention to the number of items found and number of items shown".
- A box on the right says: "Click on '250 More...!' and get the next 250 records. Each time you click the button, the search results will expand and the previous records will still be in the window as well.".
- A box at the bottom right points to the "250 More..." button.



## Details

The screenshot shows a window titled "Documents in all vaults" with a list of documents. The document "CP02041\_DOC\_CO\_REQUEST\_178\_2006-03-28.tif" is selected and circled in green. Below the list are buttons for "Go to", "Details <<" (circled in green), and "250 More...". A callout box points to the "Details <<" button with the text: "Select a file, click on Details. This will expand the window to include a thumbnail of the document and also the document properties." Below the buttons, a "Details" window is open, showing a thumbnail of the document on the left and a table of properties on the right. The table is circled in green. The status bar at the bottom indicates "1863 items found, 250 shown".

Display Name

- CP02041\_DOC\_CO\_REQUEST\_184\_2006-03-21.tif
- CP02041\_DOC\_PAYMENT\_GC\_29\_FINAL\_PAYMENT\_-\_THE\_CHRISTMAN\_2
- CP02041\_DOC\_CORRESP\_C\_\_B\_PRELIMINARY\_PLANT\_DRAWIN\_2001-06
- CP02041\_DOC\_REPORTS\_SME\_FIELD\_OBSERVATION\_REPORT\_2004-09-1
- CP02041\_DOC\_CO\_REQUEST\_178\_2006-03-28.tif
- CP02041\_DOC\_EMAIL\_VARIOUS\_EMAILS\_FOR\_TB\_SIMON\_PR\_2006-11-0
- CP02041\_DOC\_BIDS\_WC\_10\_STRUCTURAL\_CONCRETE\_2004-08-26.tif
- CP02041\_DOC\_PAYMENT\_GC\_ENERGY\_RECOVERY\_-\_HEAT\_RECOVER\_200

Go to Details << 250 More...

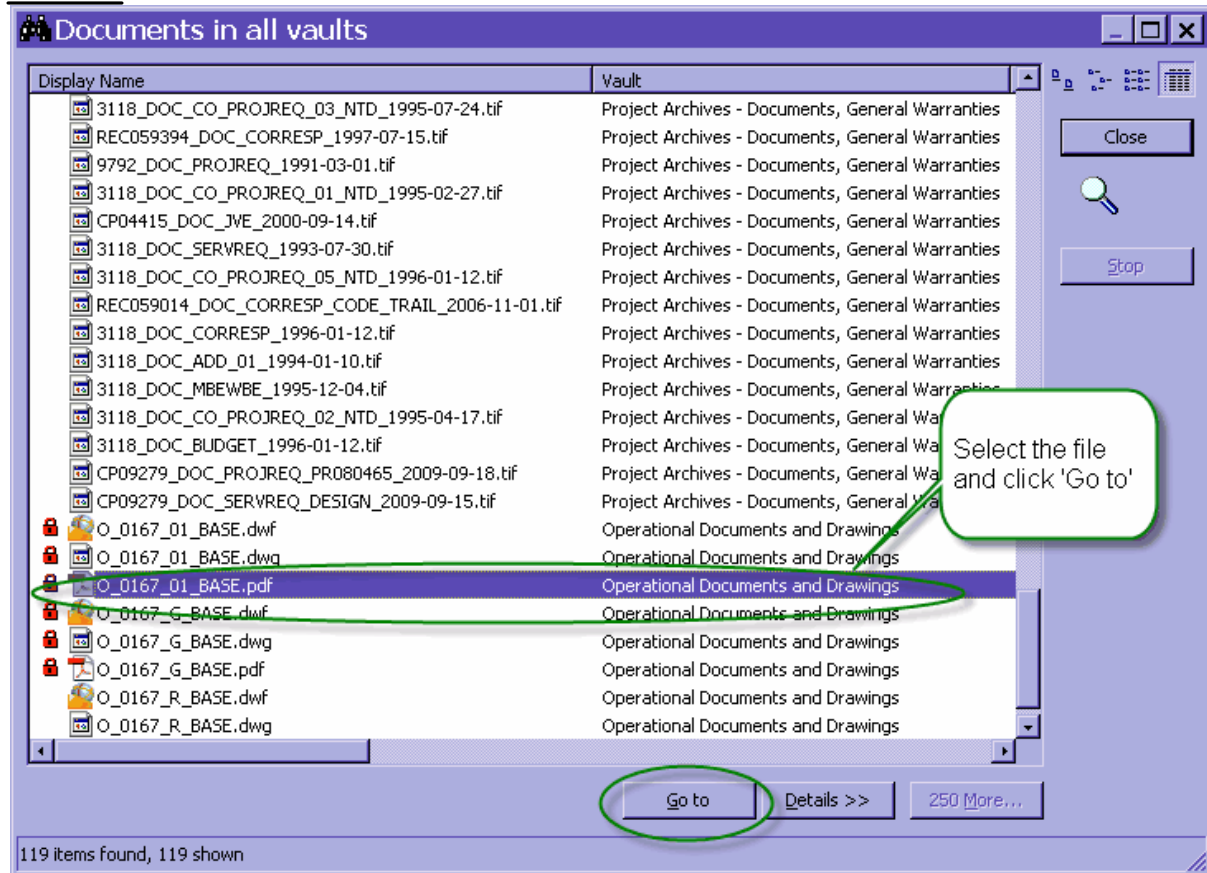
Property	Value
CP02041_DOC...	
Under Revision...	<No Value>
Description	<No Value>
Document Date	3/28/2006 12:00...
Doc Class	DOCUMENT
Doc SubClass	CHANGE ORDER
Doc Sub Class ...	REQUEST
Document Num...	178
Source Company	<No Value>
Volume	<No Value>
Building Name	T R SIMON PD

1863 items found, 250 shown

Double-click on the thumbnail to open the document in the Meridian Viewer.

Click on 'Details' again to collapse the Details window.

## Go To



If the user selects a file in the Vault they are currently searching, then clicks 'Go to', Meridian will take them right to where the document resides in the Vault.

If the user selects a file in a different Vault and clicks 'Go to', a separate Meridian window will open and take you to the document in the Vault where it resides.