

How to Use Find

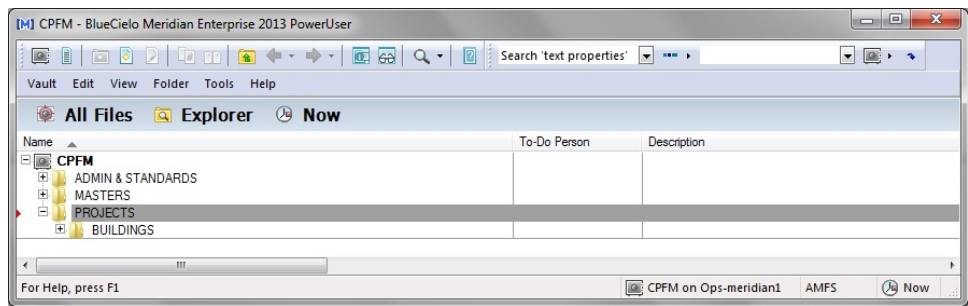
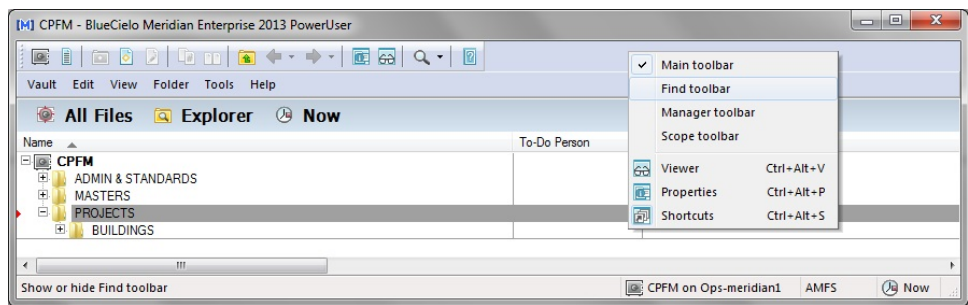
[Return to Document Management Home](#)

How to Use Find

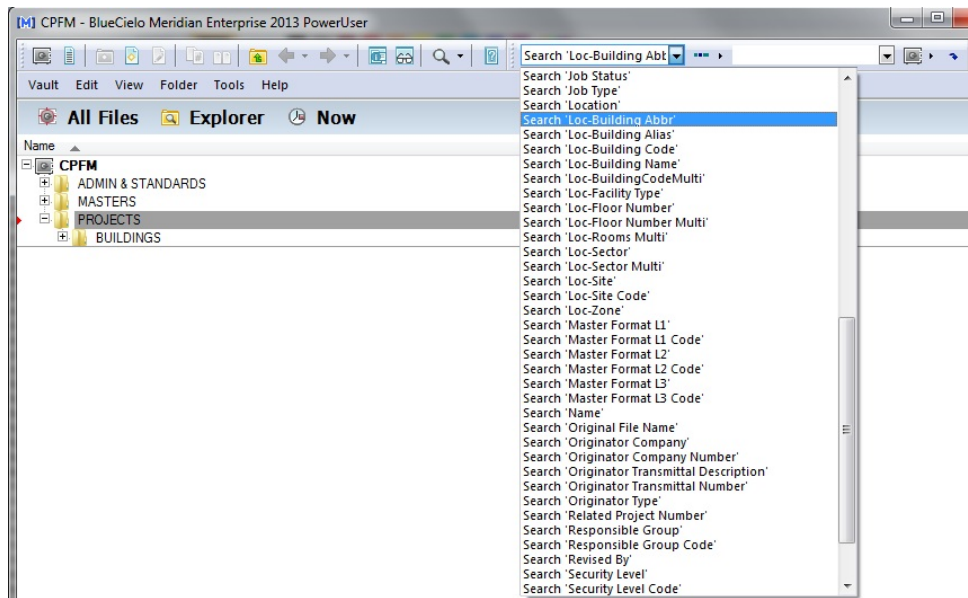
- Find** is the most advanced search method in Meridian.
- It gives you complete flexibility for search scope, properties, and conditions.
- Find** can include referenced documents in its results and its results can be saved and shared with other users.

Make sure the Find Toolbar is showing at the top of the application.

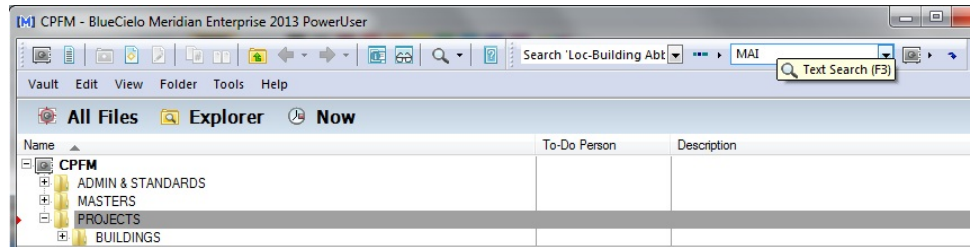
1. Right-click in the empty space next to the menu icons.
2. Select Find Toolbar.
3. You should now see the Find Toolbar in your menu icons.



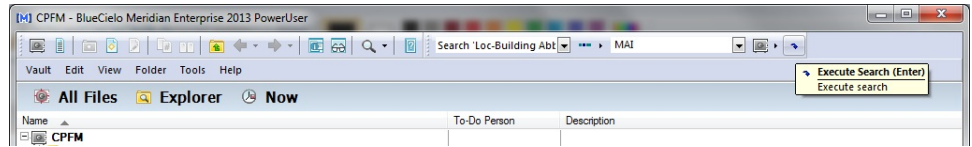
4. Select the property you want to search on.



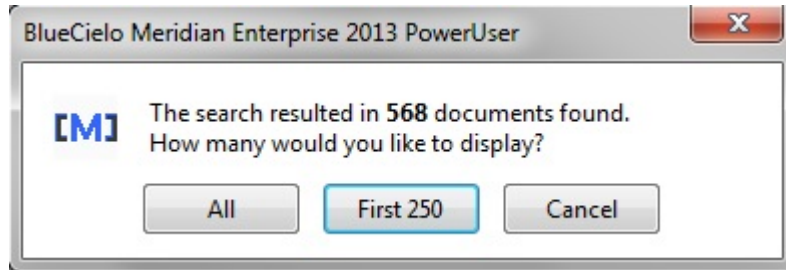
5. Type in the text you want to search for.



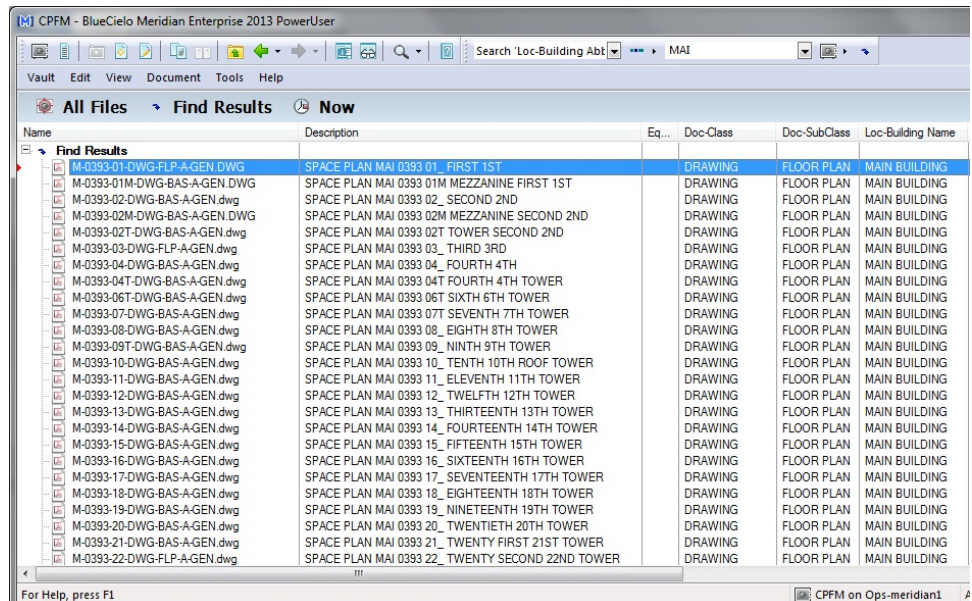
6. Click on the Execute Search icon.



7. Depending on how many documents there are, you may get a pop up window asking you how many documents you want to display. Choosing more documents will cause the application to pause for a bit while it loads them.



8. Your search results are now displayed.



- Click **Find Now**.
- If the search is successful, the dialog expands to list the results.
- Only the first 250 documents appear in the list. Click **250 More** to view additional documents.

Find documents in CPFM_test

What & Where | More Criteria | Document Types | References | Search Settings

Document name:

Search within

☒ This Vault

☐ This folder: ☐ and subfolders

☐ This vault and all work areas

☐ This collection:

☐ All vaults

☐ Selected vaults and work areas

Display Name	To-Do Person	Description	She
P-102-259-TEC-WAR-FIRE PROTECTION.pdf		FIRE PROT...	
P-102-259-TEC-O&M-FIRE ALARM SYS-CONTENTS.pdf		FIRE ALAR...	
P-102-259-TEC-O&M-FIRE ALARM SYS-2-CONTACT INFO.pdf		FIRE ALAR...	
P-102-259-TEC-O&M-FIRE ALARM SYS-8-SPARE PARTS.pdf		FIRE ALAR...	
P-102-259-TEC-O&M-FIRE ALARM SYS-1-WARRANTY.pdf		FIRE ALAR...	
P-102-259-TEC-O&M-FIRE ALARM SYS-7-MATERIAL LIST.pdf		FIRE ALAR...	
P-102-259-TEC-O&M-FIRE ALARM SYS-4-PREV MAINT.pdf		FIRE ALAR...	
P-102-259-TEC-O&M-FIRE ALARM SYS-6-VOLTAGE DROP.pdf		FIRE ALAR...	

12 items found, 12 shown

- Select a document and click the **Details** button to show the thumbnail and a limited number of properties for the selected document.

Find documents in CPFM_test

What & Where | More Criteria | Document Types | References | Search Settings

Document name:

Search within

☒ This Vault

☐ This folder: ☐ and subfolders

☐ This vault and all work areas

☐ This collection:

☐ All vaults

☐ Selected vaults and work areas

Display Name	To-Do Person	Description	Sheet
P-102-259-TEC-WAR-FIRE PROTECTION.pdf		FIRE PROT...	
P-102-259-TEC-O&M-FIRE ALARM SYS-CONTENTS.pdf		FIRE ALAR...	
P-102-259-TEC-O&M-FIRE ALARM SYS-2-CONTACT INFO.pdf		FIRE ALAR...	
P-102-259-TEC-O&M-FIRE ALARM SYS-8-SPARE PARTS.pdf		FIRE ALAR...	
P-102-259-TEC-O&M-FIRE ALARM SYS-1-WARRANTY.pdf		FIRE ALAR...	
P-102-259-TEC-O&M-FIRE ALARM SYS-7-MATERIAL LIST.pdf		FIRE ALAR...	
P-102-259-TEC-O&M-FIRE ALARM SYS-4-PREV MAINT.pdf		FIRE ALAR...	
P-102-259-TEC-O&M-FIRE ALARM SYS-6-VOLTAGE DROP.pdf		FIRE ALAR...	

Property	Value
P-102-259-TEC-WAR-F...	
To-Do Person	<No Value>
Description	FIRE PROTECTION
Sheet Number	<No Value>
Doc-Class	TECHNICAL DOCUMENT
Doc-SubClass	WARRANTY
Loc-Building Name	NORMAN HACKERMAN ...

12 items found, 12 shown

- Double-click the thumbnail to open the selected document a new viewer window.

\\OPS-MERIDIAN1\am\Vault,D-CPFM_test\PROJECTS\BUILDINGS\CLO\STANDARD\UT...

WARRANTY FORM

HCBeck
Street Address
City, State Zip

Project Warranty (Work Description): FIRE PROTECTION

Project Name: UNIVERSITY OF TEXAS NORMAN HACKERMAN BLDG. (ESB)

Project Address: UNIVERSITY OF TEXAS, AUSTIN, TX

Subcontract No.: 162331023

1. WARRANTY

BECC
Better Buildings,
Better Built!

Close

- Double-click the property page to open a new Properties dialog that shows all of the document's property pages for viewing or editing.

P-102-259-TEC-WAR-FIRE PROTECTION.pdf Properties

Equipment	Notes	Metadata History
Document	General	Drawing
	Job Info	Location
	Origination	Master Format

PDF P-102-259-TEC-WAR-FIRE PROTECTION.pdf

Thumbnail

Workflow

Status: Released

To do:

By:

Manager:

Comment: Release

File details

Location: CPMF_test\PROJECTS\BUILDINGS\CLO\STANDARD\UTM\0470\CAPITAL\102-259\TEC

Type: Project-Buildings, Adobe Acrobat Document

Revision: 0 Size: 50.6 KB (51,890 bytes)

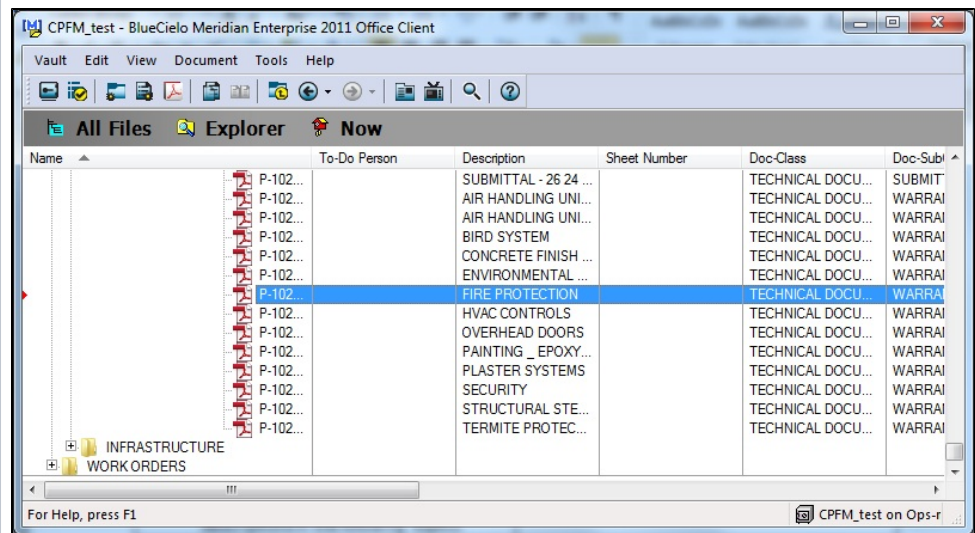
Created: 11/1/2011 5:09:18 PM Created by: wchm12

Modified: 3/4/2011 10:17:11 AM Modified by: wchm12

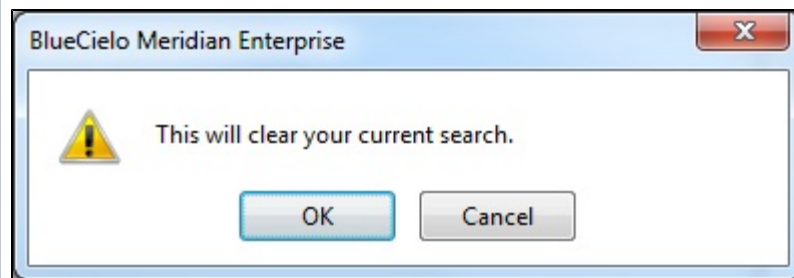
Locked: No

OK Edit

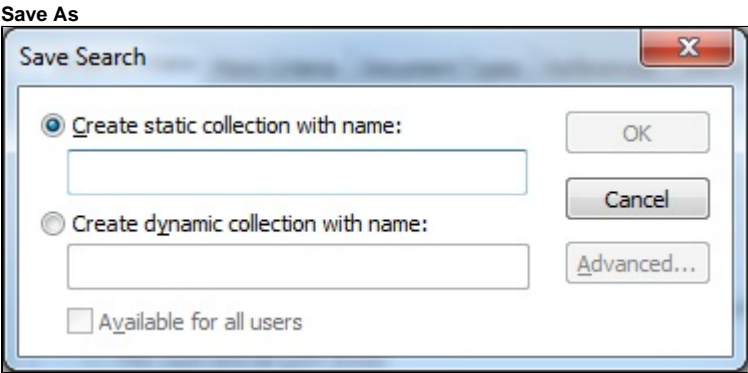
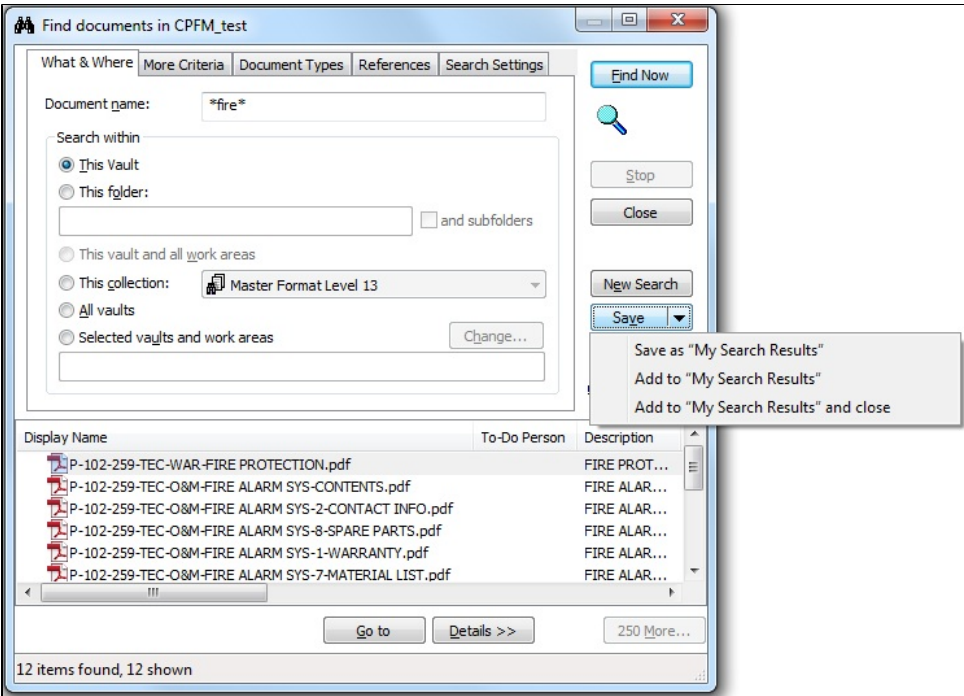
- Click the **Go To** button or double-click the document to close the **Find Documents** dialog and make the selected document the current document.



- Click **New Search** to clear all selections and reset the dialog to its default options, ready to begin a new search.



- Click **Save** or **Save As** to save the current results as a collection.
- For details, see “[Creating a Collection.](#)”



Please contact the Document Management Systems office if you need assistance.

DMS Email: meridian@austin.utexas.edu