

Find What You are Looking for Faster Using Search!

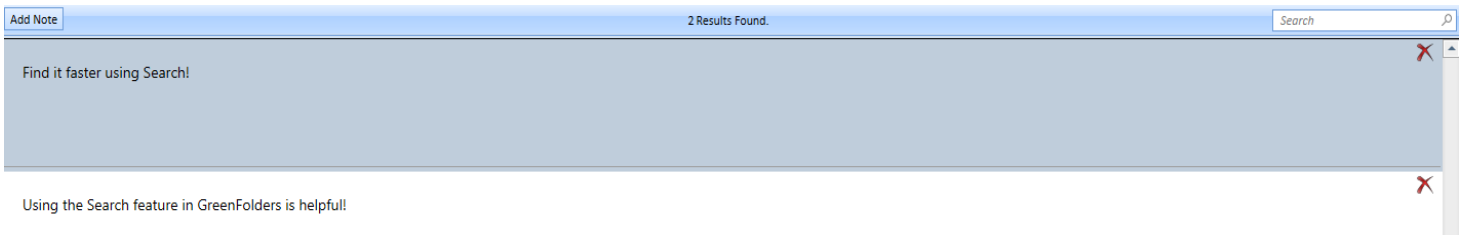
Finding the needle in a haystack is nearly impossible; however, finding a specific Attachment or locating a specific Note within a folder is not!

In fact, adding a few words to the Search tool will help you locate Attachments and Notes faster than you expect.

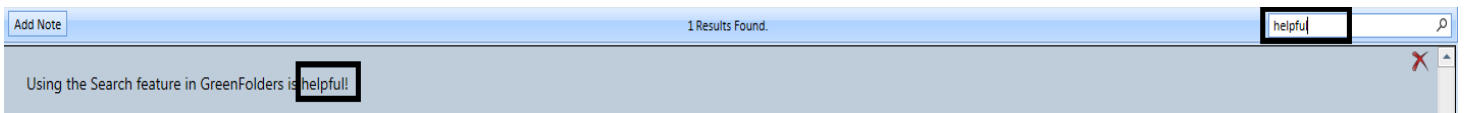
A simple search bar with a light blue border and a magnifying glass icon on the right side. The word "Search" is written in a light gray font inside the bar.

Find the Search Bar in Folder Notes, Task Notes and Attachments

Locate a Note, either in the Notes section of the folder or at the bottom of the screen of each task, containing a specific word by entering the word, or a portion of the word in the search bar located in the upper right hand corner of the Notes! Each Note that contains the text you've entered is displayed. Notes that don't contain the text are hidden from view. In the example below, see both Notes appear since nothing has been entered in the Search bar?

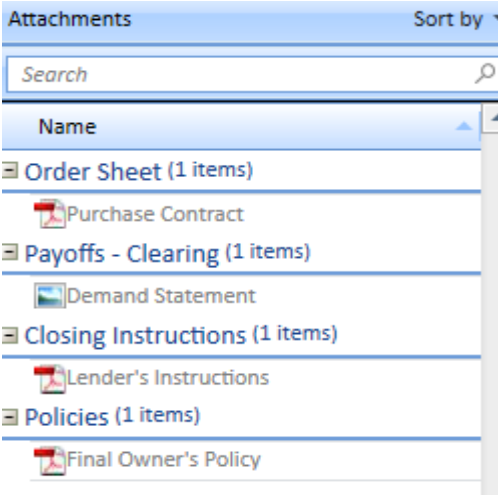
A screenshot of a software interface showing search results. At the top, there is a blue header bar with "Add Note" on the left, "2 Results Found." in the center, and a search bar on the right containing the word "Search". Below the header, two notes are displayed in a light blue box. The first note says "Find it faster using Search!" and the second note says "Using the Search feature in GreenFolders is helpful!". Both notes have a red 'X' icon in the top right corner.

As you type text is added into the Search bar, only those Notes containing the specific text appear for a faster view of the Note(s) you need.

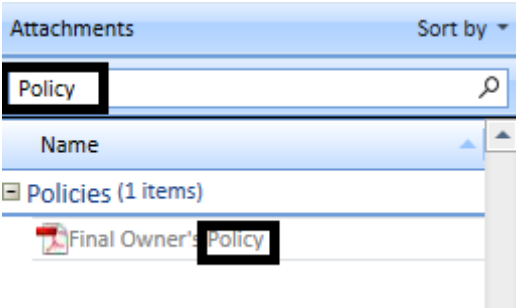
A screenshot of the same software interface as above, but with the search bar now containing the word "helpful". The header bar now shows "1 Results Found." and the search bar contains "helpful". Only one note is displayed: "Using the Search feature in GreenFolders is helpful!". The word "helpful!" in the note is highlighted with a black box.

Attachments

Finding a specific Attachment within a Folder is just as easy as finding a specific Note. Using the Search bar located between the Labels and the Attachments List on the left side of your viewing pane, enter a portion of the Attachment Name. The example shown here is a listing of all the Attachments in the Folder.



As you type text into the Search bar, only the Attachment(s) or Attachment Type Name(s) containing the specific text you have entered displays, giving you a faster way to find Attachment(s).



For more information regarding this Leaf of Knowledge, please contact a member of the GreenFolders Support Team at 801-747-2132 or GFSupport@GreenFolders.com.
