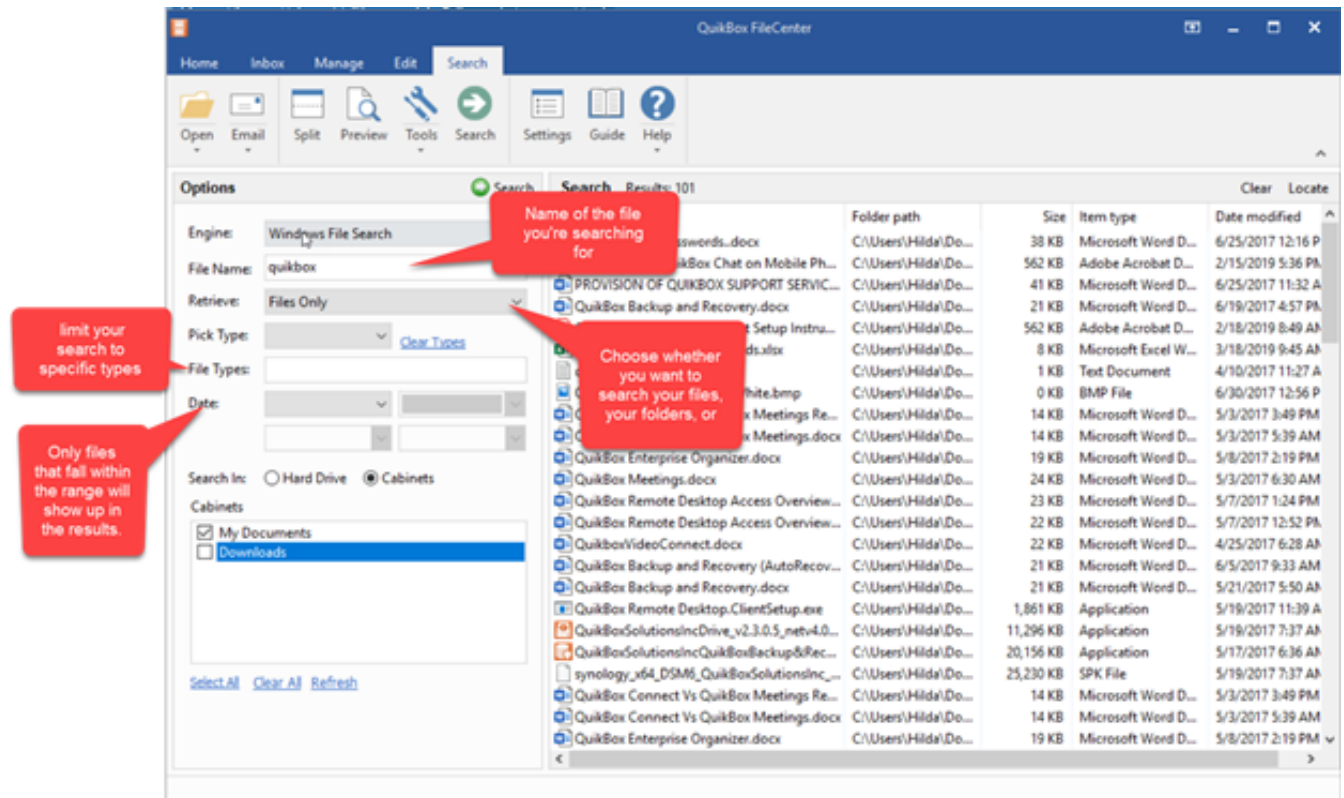


# File Search



**File searching** only concerns itself with looking for files and/or folders that contain a certain word in their name, or perhaps fall within a certain date range.

**Content searching** on the other hand, will do everything that file searching does, but it goes deeper still. Content searches can probe into the actual contents of documents, looking for keywords and search phrases in the document body itself.

How to Search:

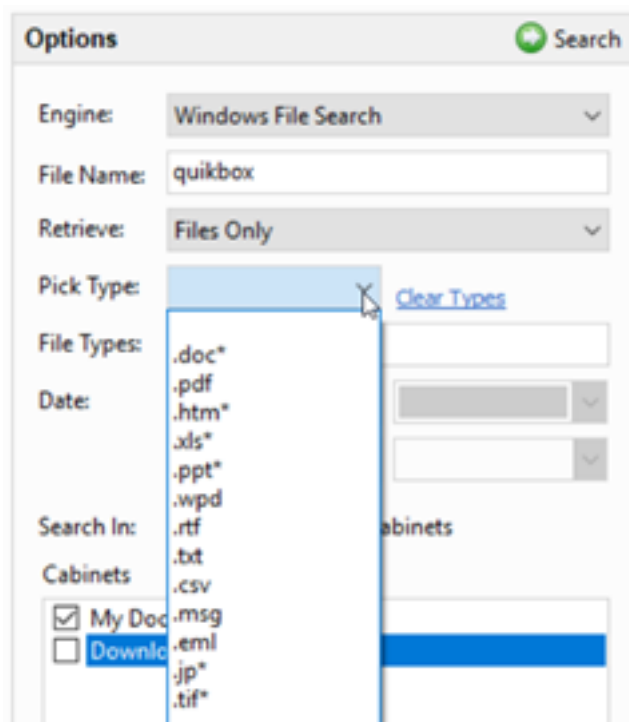
Navigate to FileCenter's Search tab. Search by:

**File Name.** Provide any portion of the file (or folder) name you're searching for. You can use an asterisk (\*) as a wildcard: it will match zero or more characters

With Windows FileSearch, you can only search one cabinet at time

**Retrieve.** Choose whether you want to search your files, your folders, or both.

**File Types.** You can limit your search to specific types of files. For example, you may only want to see Word files, or PDF files. specify what kind of files you want to search is to select them on the Pick Type list



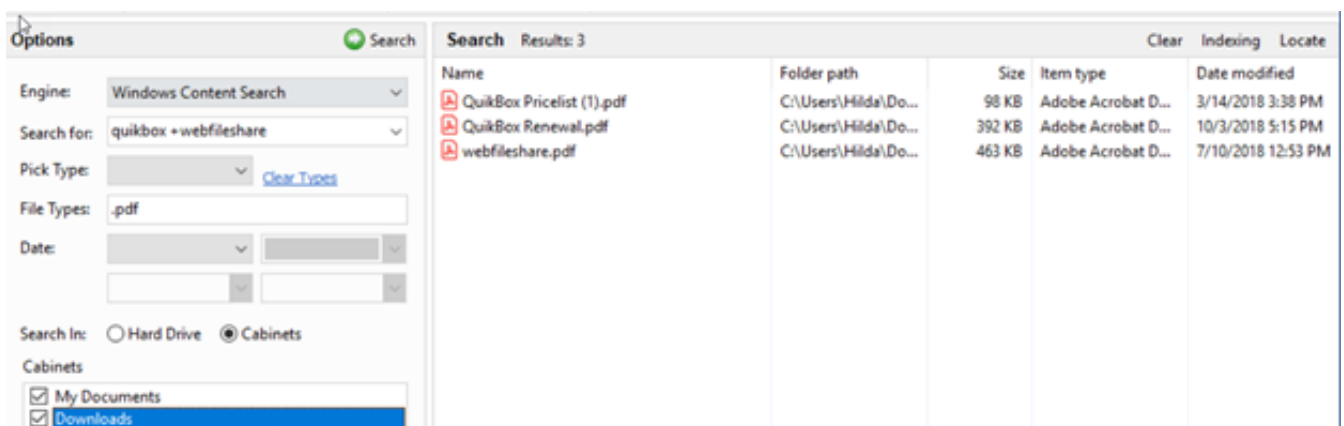
## Searching within a Cabinet

- 1 Select the drawer/folder you want to search
- 2 Click the Search button above the list of files
- 3 Choose Windows File Search as the Engine
- 4 Enter your search parameters
- 5 Click Search

**Date**-You can also specify specific start and end dates for a custom range. Only files that fall within the range will show up in the results.

## Search by Content

**Use “+” to Require a Term.** Put a “+” symbol in front of every word that must be in the document. FileCenter will only return documents that have that term in them.



The screenshot displays the FileCenter search interface. On the left, the 'Options' panel includes a search bar with the text 'quikbox +webfileshare', a file type filter set to '.pdf', and search locations set to 'Cabinets' with 'My Documents' and 'Downloads' selected. On the right, the 'Search Results' table shows three PDF files found in the 'C:\Users\Hilda\Downloads' folder.

Name	Folder path	Size	Item type	Date modified
QuikBox Pricelist (1).pdf	C:\Users\Hilda\Downloads	98 KB	Adobe Acrobat Document	3/14/2018 3:38 PM
QuikBox Renewal.pdf	C:\Users\Hilda\Downloads	392 KB	Adobe Acrobat Document	10/3/2018 5:15 PM
webfileshare.pdf	C:\Users\Hilda\Downloads	463 KB	Adobe Acrobat Document	7/10/2018 12:53 PM

**Use “-” to Omit a Term.** If you put a “-” symbol in front of a word, FileCenter will only return documents that do not have that term in them

OptionsSearch

Engine: Windows Content Search
Search for: quikbox -webfileshare
Pick Type:
Clear Types
File Types: .pdf
Date:
Search In: ☐ Hard Drive ☒ Cabinets

☒ My Documents
☒ Downloads

SearchResults: 84

Name

- Adjusting Date and time for CCTV camera...
- App River Invoice.pdf
- Connecting to PESA VPN.pdf
- CTAP - Petroleum Equipment and Services.
- How to Setup QuikBox Chat on Mobile Ph...
- Internet Outage Process.pdf
- Invoice - 42GEARSUS2371.pdf
- Invoice 477499.pdf
- Join a remote Session (1).pdf
- Join a remote Session (2).pdf
- Join a remote Session.pdf
- New Hire Jackie Gaines.pdf
- QuikBox Chat - Desktop Client Setup Instr...
- QuikBox Chat - Mobile Client Setup Instru...
- QuikBox Chat - Mobile Client Setup Instru...
- QuikBox Chat [Cyclone Steel]- Desktop Cli..

Use “” for **Exact Phrases**. Put quotation marks around exact phrases. FileCenter will only return documents that contain that exact phrase.

**Punctuation and Capitalization Don’t Matter.** FileCenter completely ignores punctuation and capitalization in a document. Suppose your document says, “Right-click the file and select "more options" >>"Add to zip".” FileCenter simply sees “right click the file and select more options Add to zip.

Online URL: <https://support.quikbox.com/article.php?id=36>