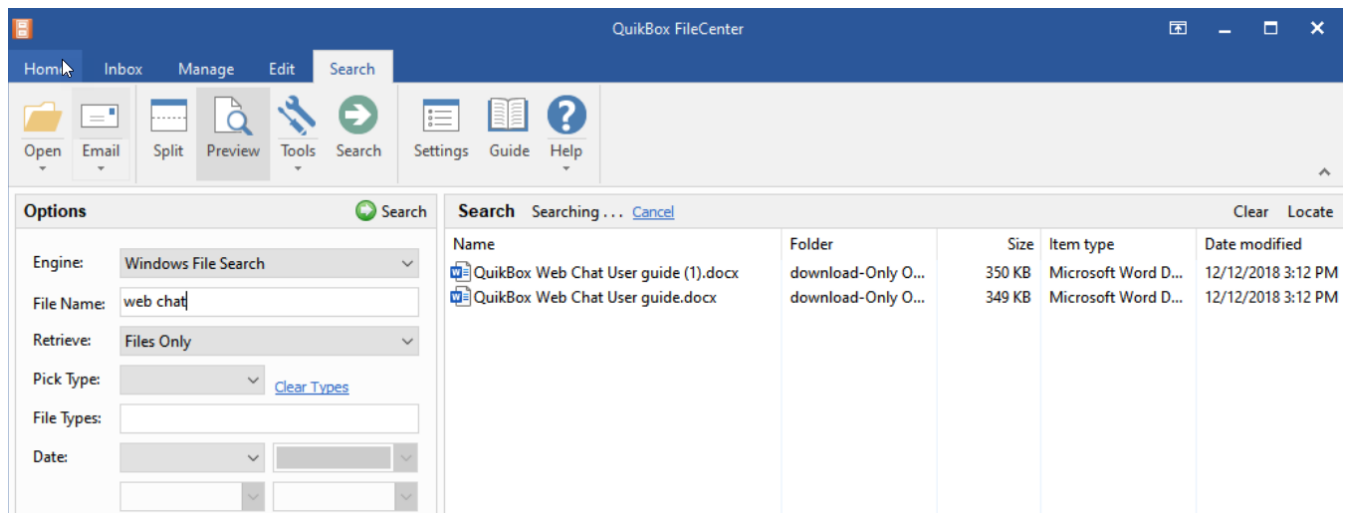


Searching within a Cabinet

While it's possible to search entire cabinets, you'll also find it useful to limit your search to a specific drawer or folder:

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

The search results will show up in the Files view. To clear the search results, click Clear. To close the search window, click the X the right of the Search button



The screenshot displays the QuikBox FileCenter Search interface. The top navigation bar includes Home, Inbox, Manage, Edit, and Search. Below the navigation bar is a toolbar with icons for Open, Email, Split, Preview, Tools, Search, Settings, Guide, and Help. The Search tab is active, showing a search bar with the text 'web chat' and a 'Search' button. To the left of the search results is an 'Options' panel with fields for Engine (Windows File Search), File Name (web chat), Retrieve (Files Only), Pick Type, File Types, and Date. The search results are displayed in a table with the following columns: Name, Folder, Size, Item type, and Date modified. The table contains two rows of results.

Name	Folder	Size	Item type	Date modified
QuikBox Web Chat User guide (1).docx	download-Only O...	350 KB	Microsoft Word D...	12/12/2018 3:12 PM
QuikBox Web Chat User guide.docx	download-Only O...	349 KB	Microsoft Word D...	12/12/2018 3:12 PM

Online URL: <https://support.quikbox.com/article.php?id=55>