

## Searching in Treeno

Treeno allows for you to filter by document type, and also search within documents. First, we will filter by document type to find a document.

### Searching for a Document

**TREENO SOFTWARE** Dashboard Document Center Inbox Workflow Tasks Search Results Dynamic Workflow

CENTENNIAL ELEMENTARY ARCHIVE

Show Search Clear Search Add Folder Select a Folder Action Toggle Column Width

School Year	Document Name
2012-2013	Daily Bulletins
	Daily Bulletins
	Daily Bulletins

2. Navigate to the correct Cabinet and click "Show Search"

**TREENO SOFTWARE** Dashboard Document Center Inbox Workflow Tasks

CENTENNIAL ELEMENTARY ARCHIVE

Hide Search Clear Search Add Folder Select a Folder Action Toggle Column Width

School Year	Document Name
2012-2013	OSD Rights & Responsibilities Handbook
2013-2014	Permission Slips - Field Trips
2010-2011	Daily Bulletin
2011	

1. Click the dropdown menu and select the type of document you are searching for. The list below will immediately filter to display these documents. Select the corresponding folder and the files will appear in the lower window.

Note: You may also filter by School Year. Within other Cabinets, such as the Student or Employee cabinet, these indexes will be different, but the process is the same.

**TREENO SOFTWARE** Dashboard Document Center Inbox Workflow Tasks Search Results Dynamic Workflow

CENTENNIAL ELEMENTARY ARCHIVE

Hide Search Clear Search Add Folder Select a Folder Action Toggle

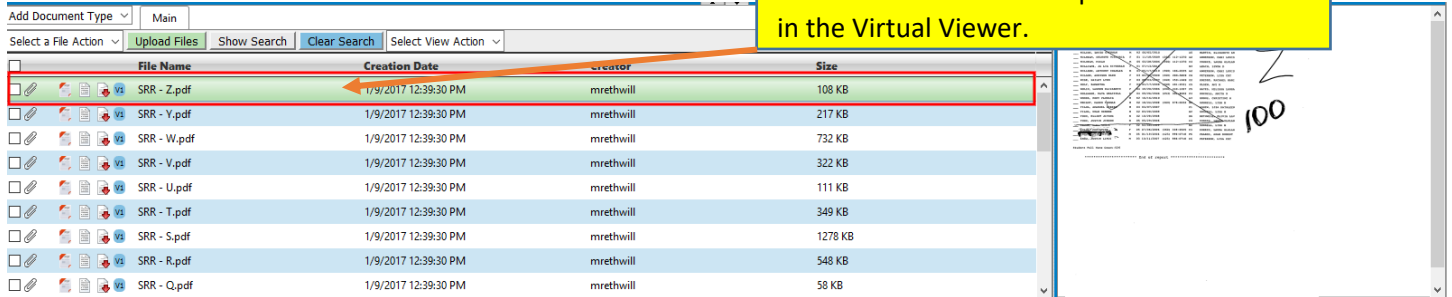
School Year	Document Name
2016-2017	OSD Rights & Responsibilities Handbook

3. When you are done searching, be sure to click "Clear Search" to allow all documents to reappear.

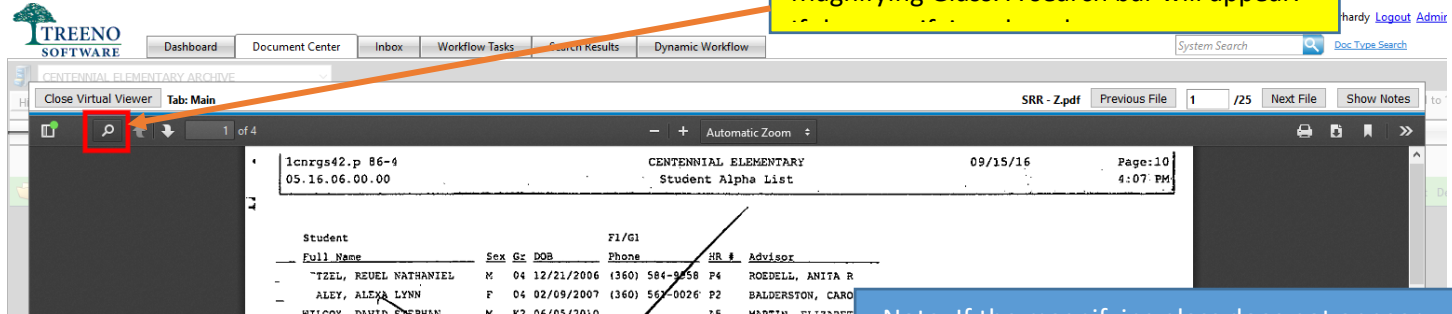
## Searching Within a Document

Treeno also allows for users to search within documents for specific text. This is useful for locating an individual student in an attendance roster etc. **Note: This function does not work for handwritten documents.**

1. Click the file name to open the document in the Virtual Viewer.



2. Within the Virtual Viewer, click the Magnifying Glass. A search bar will appear.



Note: You can also bring up the search box by pressing CTRL+F on your keyboard. This shortcut works in many programs.

Note: If the magnifying glass does not appear, you can try using a different browser, or download the document and open it on your computer. Adobe Acrobat will display a magnifying glass at the top left and you can continue to step 3.

3. Type in your search query. As you type, the results will be highlighted. Click the forward and backward arrows to look through the results.

