
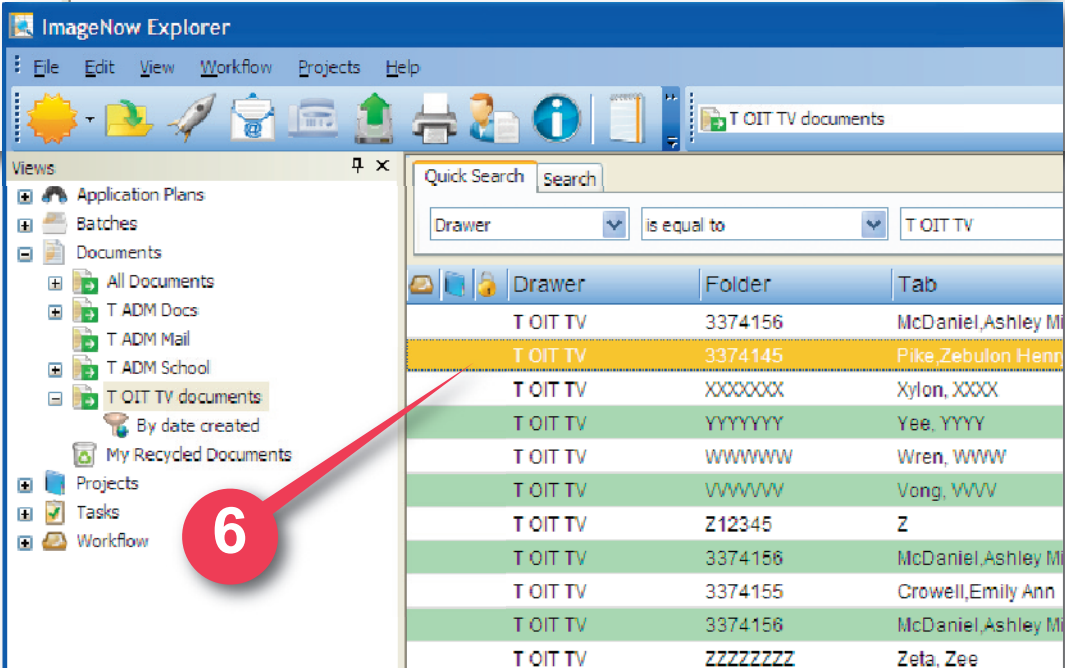
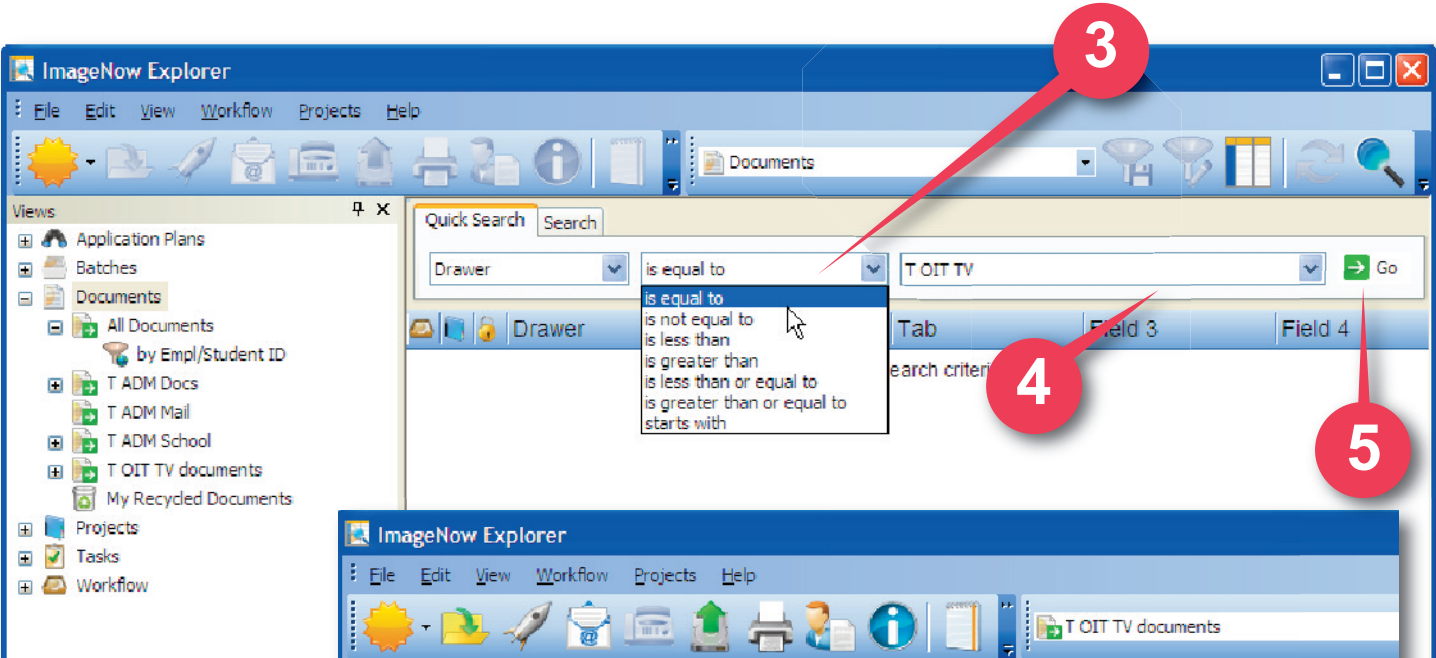


Searching for a Document: via Simple Query

Follow these steps to retrieve a document using a Search Query.

1. Click on the **Documents** icon  on the **ImageNow** toolbar.
This launches the **ImageNow Explorer**.
2. Under the **Simple** tab, next to “Filter where”, click the down arrow to select the document key on which to filter your search results.
Your options are Drawer, Folder, Tab, and the various fields.
3. Click the **Operator** down arrow and make a selection (**is equal to**, **GTE**, etc.).
4. In the search field, type in the search criteria (or select one from the drop-down list).
5. Click **Go**.
6. Double click on a document to open it for viewing in **ImageNow Viewer**.



The second screenshot shows the search results table with the following data:

Drawer	Folder	Tab
T OIT TV	3374156	McDaniel,Ashley M
T OIT TV	3374145	Pike,Zebulon Henn
T OIT TV	XXXXXXXX	Xylon,XXXX
T OIT TV	YYYYYYY	Yee,YYYY
T OIT TV	WWWWW	Wren,WWW
T OIT TV	VVVVV	Vong,WWW
T OIT TV	Z12345	Z
T OIT TV	3374156	McDaniel,Ashley M
T OIT TV	3374155	Crowell,Emily Ann
T OIT TV	3374156	McDaniel,Ashley M
T OIT TV	ZZZZZZZ	Zeta,Zee