

This tutorial shows you how to search for notes through the search bar.

The search bar is located on the right hand side of Tool Bar panel. This provides the capability for user to perform and full site search by given one or more keyword(s). **Any notes title, note description or note attachment(s) that match the given keyword(s) are returned. Search keyword(s) is / are not case sensitive. All private notes are not returned with the result.** Results are shown within the **Note / Content** Panel.



Fig 1 Searching for notes - Location of search bar.

1. You are required to login before you can do search for notes.
2. Locate the Search bar, type in the key word(s) that you would like to search and press **Enter**. In this example, we are going to search for “Summary”.

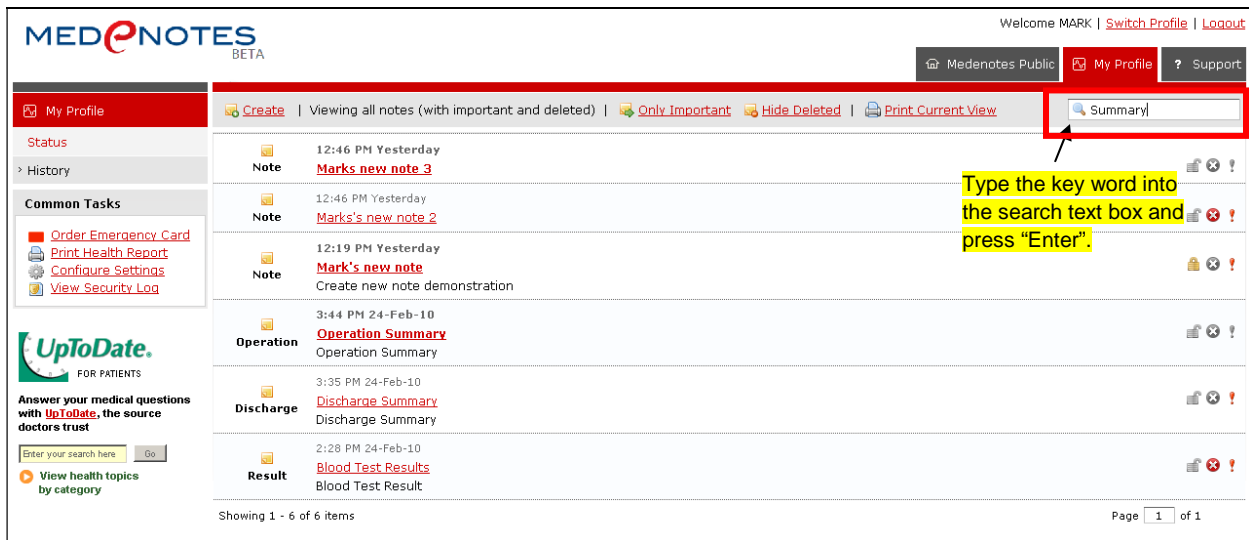


Fig 2 Searching for notes - Search with a single key word.

You can also enter multiple key words to perform a search by typing each individual word with a space in between. In this example, we search for “Blood Result”. **Search keyword is not case sensitive.**

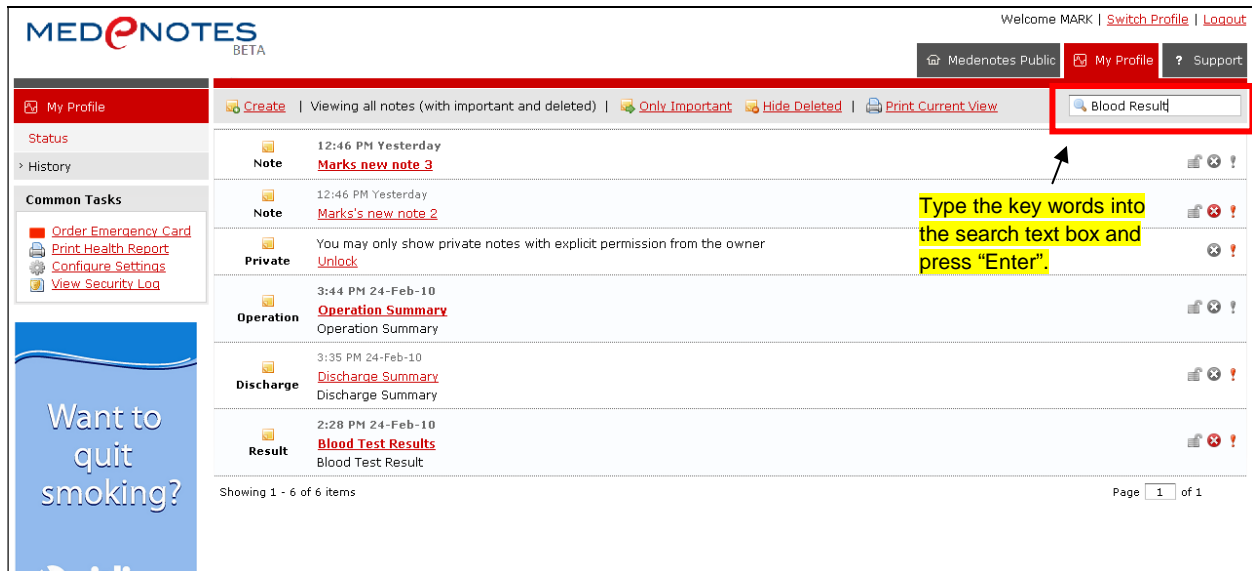


Fig 3 Searching for notes - Search with a multiple key words.

3. The search result is returned and display within the *Note / content* panel. **Any notes that are marked “private” will not be returned with the search result. You will need to uncover them before performing a search. Please refer to the user document - Hiding Private Note.**

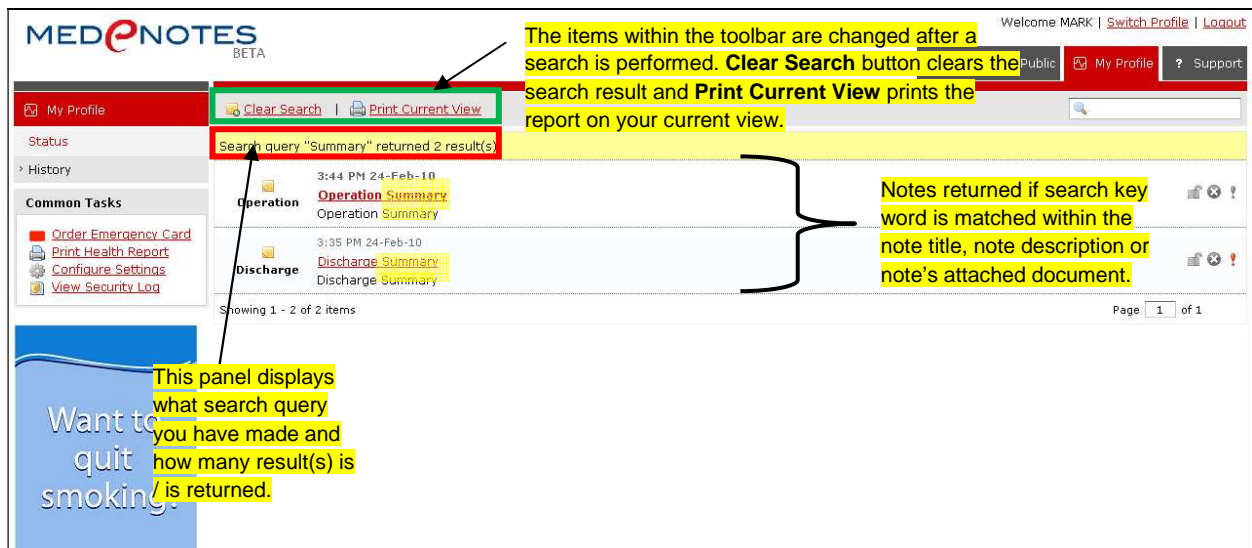


Fig 4 Searching for notes – Single key word, search results returned

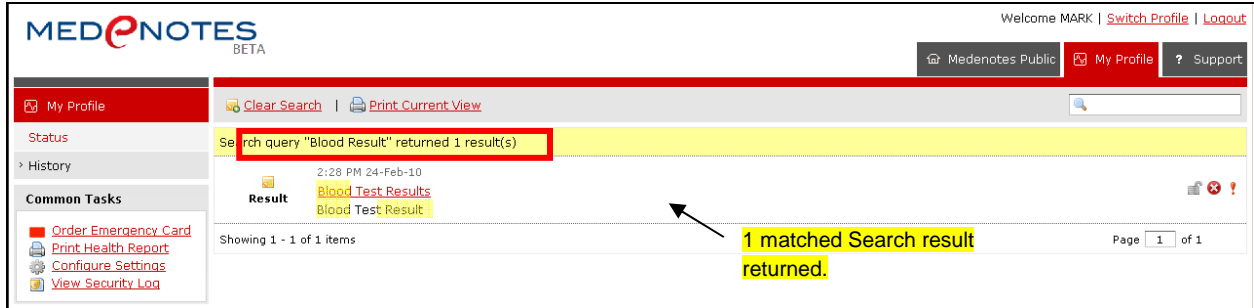


Fig 5 Searching for notes – Multiple key words, search results returned

If there is no match result to your search query, it returns 0 result(s).

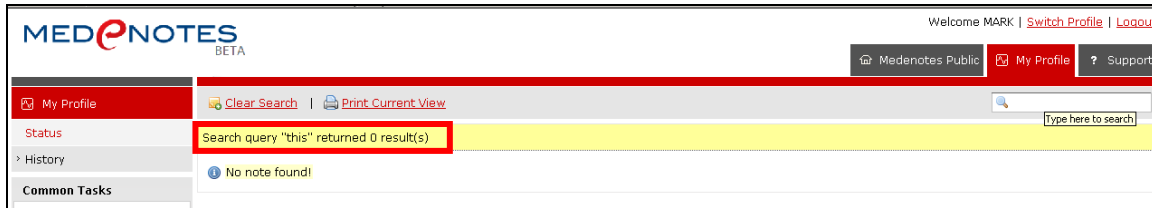


Fig 6 Searching for notes – No Search result returned