

## Search for files on your platform

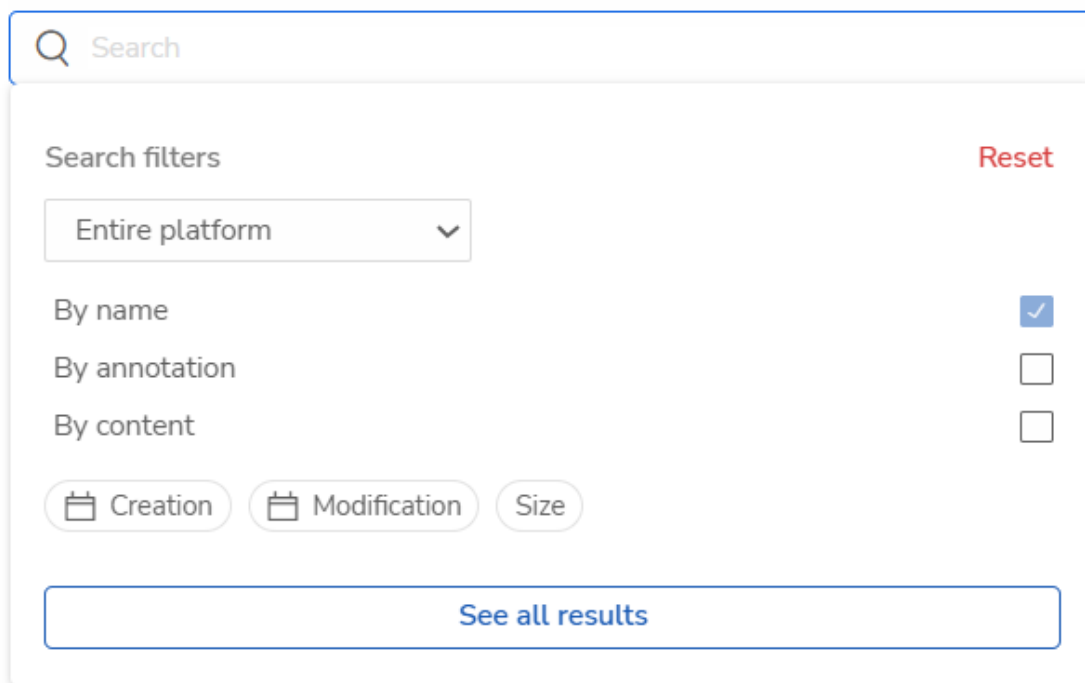
Nicolas ARBOUIN - 2026-03-12 - [Use your platform](#)

Your NetExplorer platform allows you to seek for elements or the whole platform or in specific folders.

Let's see how it works :

### Search tool

Clever and dynamic, our search tool will help you to find what you're looking for. Nothing can stay hidden.



The screenshot shows a search interface with a search bar at the top containing a magnifying glass icon and the text "Search". Below the search bar is a "Search filters" section. On the right side of this section is a "Reset" button. Under "Search filters", there is a dropdown menu currently set to "Entire platform". Below the dropdown are three options: "By name" (checked with a blue checkbox), "By annotation" (unchecked), and "By content" (unchecked). At the bottom of the filters section are three buttons: "Creation" (with a calendar icon), "Modification" (with a calendar icon), and "Size". At the very bottom of the search tool is a large button labeled "See all results".

Located in the right upper corner, it looks like a simple searchbar, but, as soon as you click in the area, you can add filters to refine your search.

Lets have a look :

1. Current folder : you can search in the whole platform, or in the current folder.
2. Name : add a specific name
3. By annotation : check it if you want to search within annotations made by users
4. Content : check it if you are looking for a word written in specific files (only for text bases files, will not work for scans).
5. Creation : filter by creation date
6. Modification : filter by modification date
7. Size : filter by file size



In the following example, search has been made on the whole platform with keyword "facture"

Q facture X

Templates Add

2 Results

Sort by Name Ascending order

<input type="checkbox"/>	 Facture_123136080.pdf in 5647 > ... > Test2	UI	...
<input type="checkbox"/>	 facture001_.pdf in La Table de Nico > Facturation	NA	...

## Notes

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- Search by content needs analysis of the files. Content indexation can take some time, therefore, latest files could not be found immediately.
- Also, encrypted files (e.g. PDF files) will not be handled if access password is required.