NetExplorer

Search for files on your platform
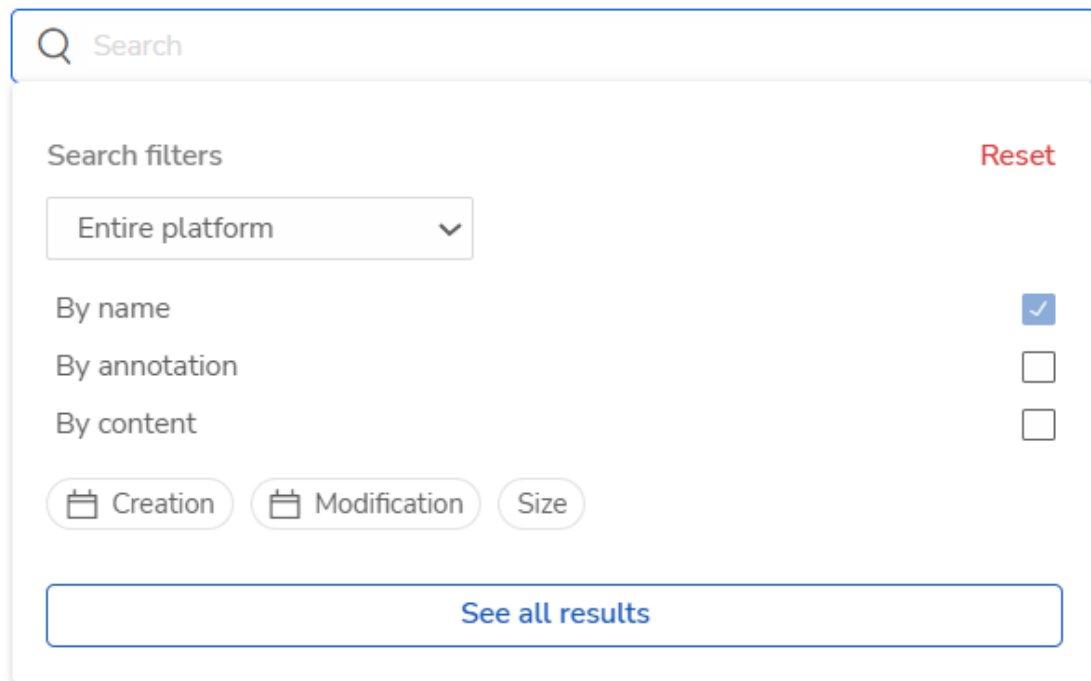
Nicolas ARBOUIN - 2025-08-27 - Use your platform

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.

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"

| facture | ✕ |

Templates   Add ▾

2 Results

☐   Sort by Name ▾   Ascending order ▾ ⊞

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Notes

- 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.

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