

Search for files on your platform

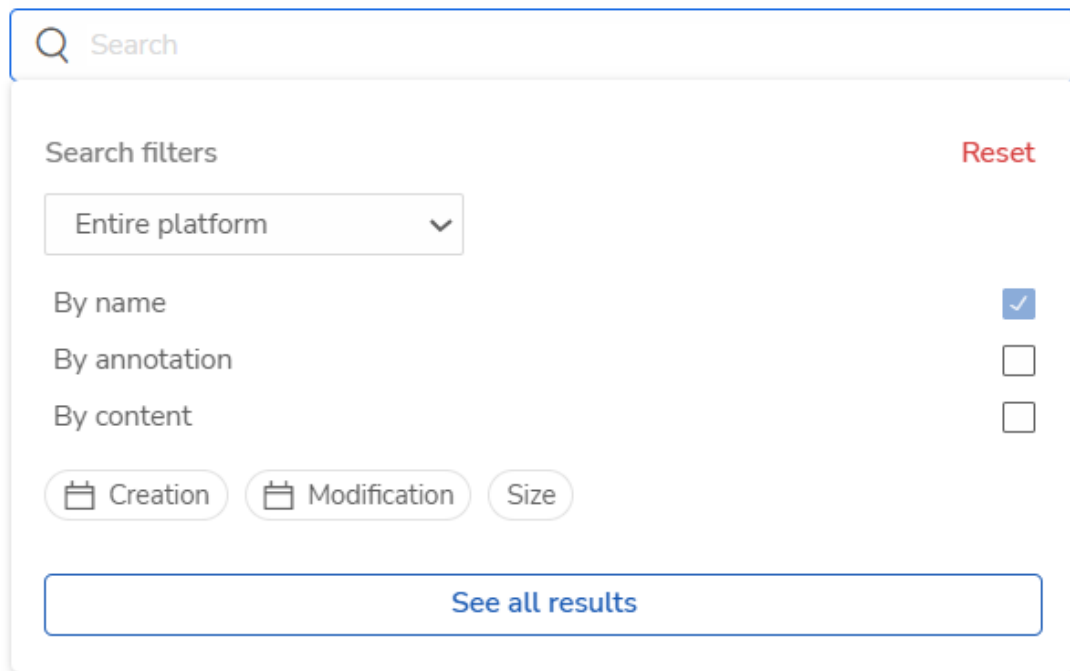
Nicolas ARBOUIN - 2025-06-06 - Good practices

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 word "Search". Below the search bar is a section titled "Search filters" with a "Reset" button in red text. Under "Search filters", there is a dropdown menu currently set to "Entire platform". Below this, there are three options: "By name" with a checked checkbox, "By annotation" with an unchecked checkbox, and "By content" with an unchecked checkbox. At the bottom of the filter section, there are three buttons: "Creation", "Modification", and "Size", each with a calendar icon. At the very bottom of the interface is a large button labeled "See all results".

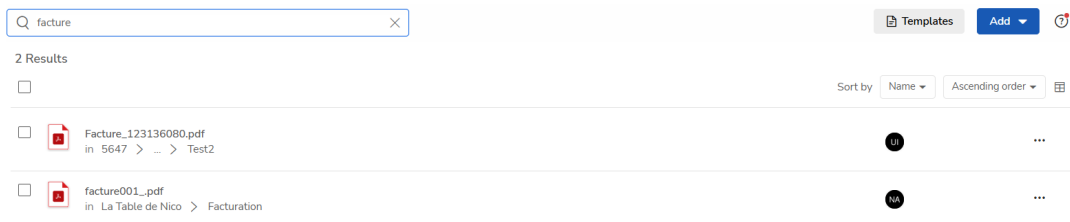
Located in the right upper corner, it looks like a simple searchbar, but, as soon as you click in the area, you can add filters to refine your search.

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"



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.