



Find Documents online

Common online tools for your scanned or PDF documents

Finding your documents stored online is a simple process with DocuFi Explorer. Simply select the Icon button at the bottom of the document navigation tree and a search dialogue will appear for you. Any document fields that were designated for searching will be displayed for your searching the database. This is configured by a systems administrator and is fully customizable.

Configurable Search Fields

System administrators have rights to define which fields (properties) users can search on. This can range from a single field like the document Title to any of the custom fields created for the users environment.

In the example below we have issued a search on all documents containing the word "credit card" anywhere within the title field. The results are then displayed in the list panel to the right.

