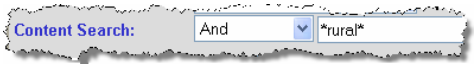
Search for Folders
The following steps allow you to search for a work folder in ECM.

Note: When performing searches, you may use the asterisk (*) wildcard character to enhance your search results. The asterisk may be used before or after a full or partial search term. For instance, searching for Folder number 513557* will return all folders available that begin with 513557.

Step	Action	Look For
1.	From the ECM main menu, select **Find Folders and Documents**.	
2.	Complete as many fields as possible on the top portion of the Find Folders/Documents screen as possible.	
3.	Select **Search**. Note: If a specific folder is specified in the Control Number – From field, ECM will open the folder when Search is selected.	
4.	If multiple folders are found that meet the search criteria, the Folder Results screen is displayed.	
5.	Highlight the desired folder and select **Open Folder**.	

Search for Documents
The following steps allow you to search for documents, as well as content within documents, in ECM.

Note: When performing searches, you may use the asterisk (*) wildcard character to enhance your search results. The asterisk may be used before or after a full or partial search term. For instance, a Content search for *Rural* will return all documents (and folders) that include the word rural in any and all combinations.

Step	Action	Look For
1.	From the ECM main menu, select **Find Folders and Documents**.	
2.	Complete as many fields as possible on the lower portion of the Find Folders/Documents screen as possible.	
3.	To search for specific words or phrases in the content of a document or documents, enter the word or phrase in the **Content Search** text field.	
4.	From Display Results as, select **Documents**.	
5.	Select **Search**.	
6.	From the Document Results screen, highlight the document desired.	
7.	Select **Open Document** to open the document directly. Select Open Folder to open the folder with which the document is associated.	