

Drawing Portal – Searching for Drawings

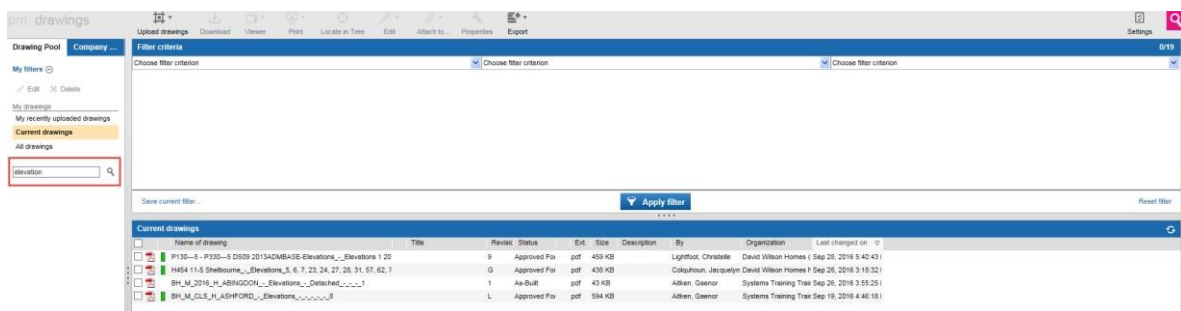
Searching for Drawings

The Drawings tab is accessed from the toolbar within each specific site – in this example *Sandbox Site*:



Basic Search

On the left hand pane there is an option to conduct a *Search*:



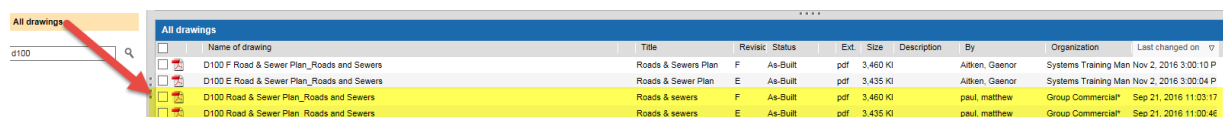
- Enter your search term – in this case *elevation*
- Press the *Enter* key on your keyboard or the magnifying glass icon on screen A filtered list will appear in the main pane.

Current and All Drawings

On the left hand pane there is an option to select *Current Drawings* or *All Drawings*. When a drawing is superseded it remains on the site, as an older version. This can still be accessed by selecting the *All Drawings* option.



As can be seen in the example below, both drawings can still be viewed.



From here you can select one of the drawings to view it, or select both drawings to start a comparison.