

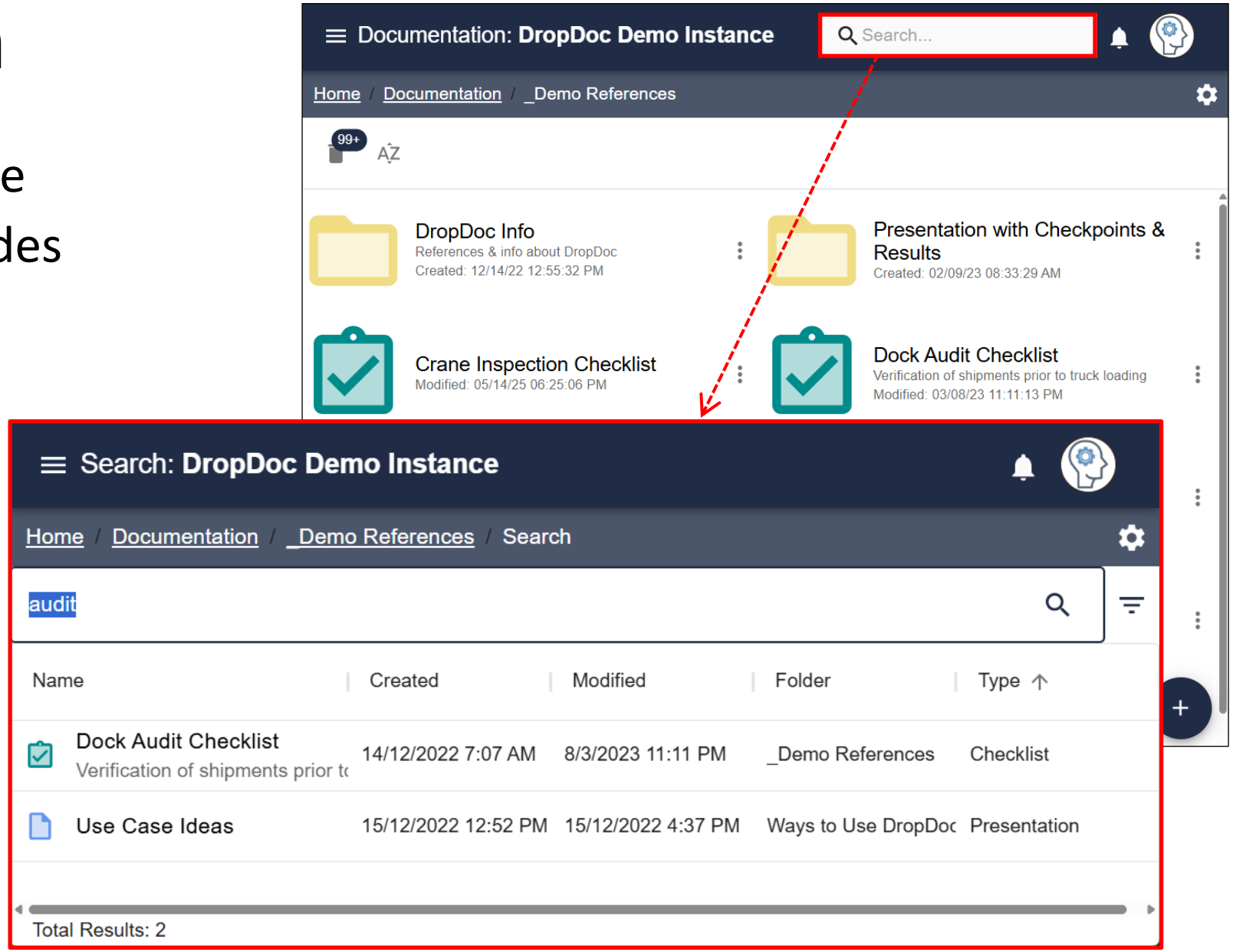
Searching Files & Data

Browser search for file names & Presentation slides
Data filtering for searching Result Sheets

Browser Search

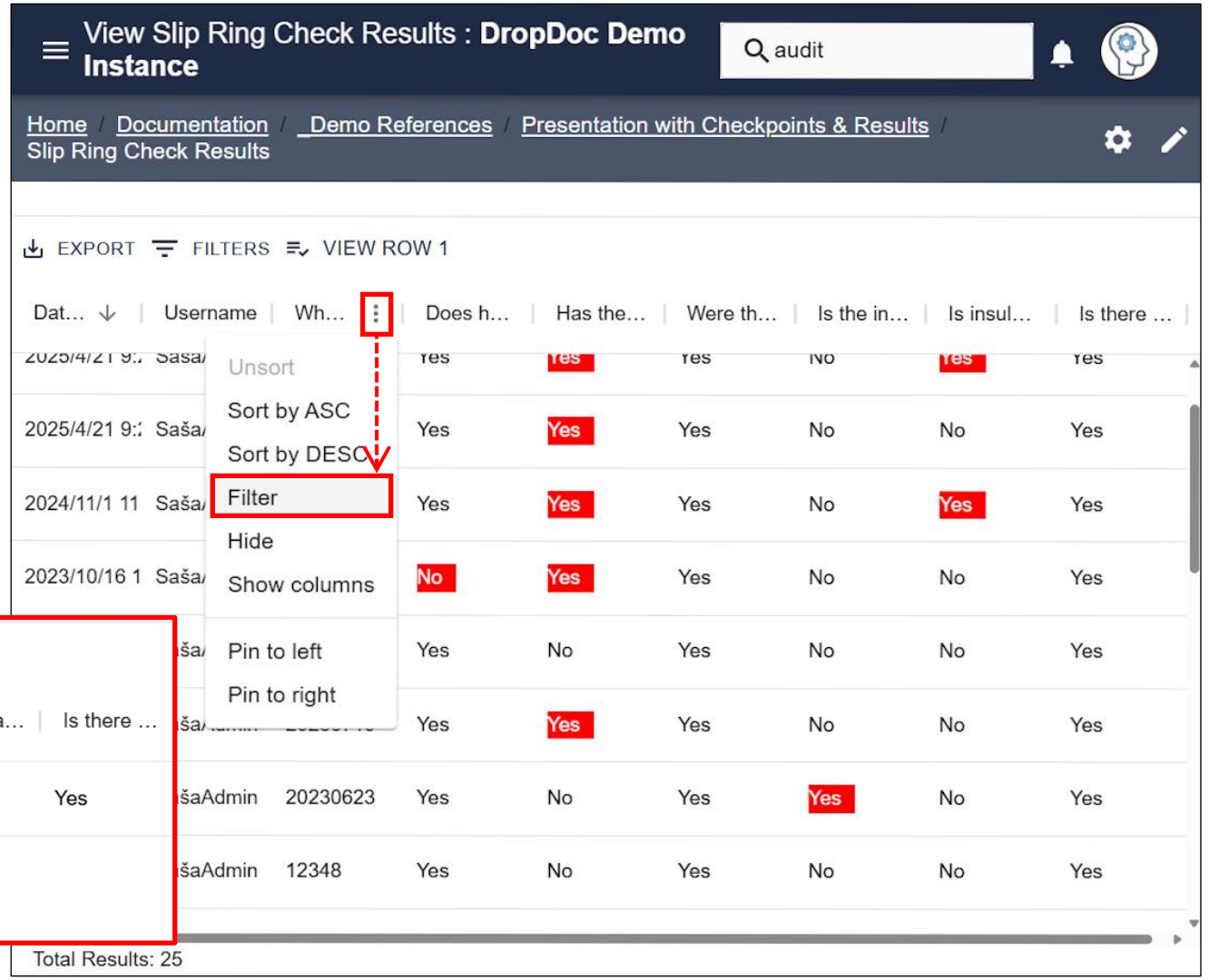
- Browser search shows all file names and Presentation slides that contain the key words

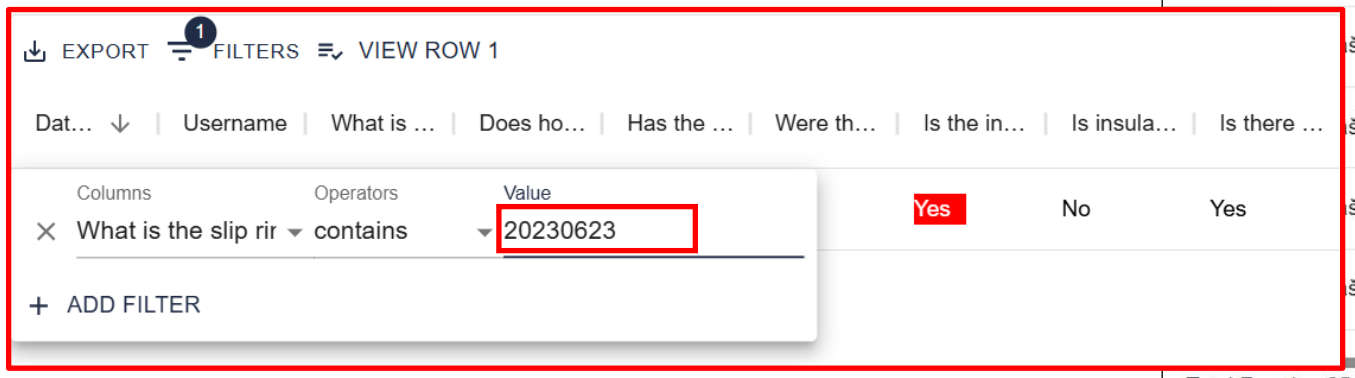
- ***Checklist data does not show up in this search*** because all the data in all the Checklists is too much for any single search bar to handle (see next slide)



Data Filtering Checklists

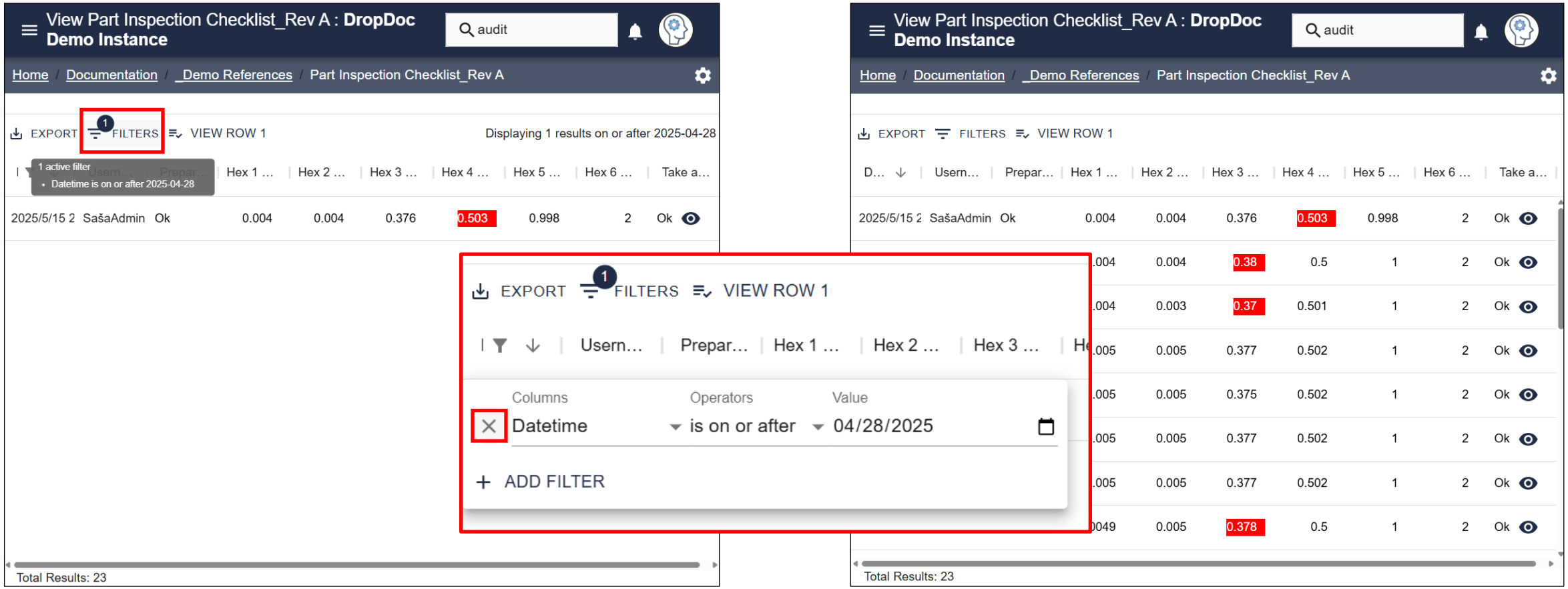
- Each column in a Result Sheet can be filtered using the 3-dot menu that appears when hovering over the column header
- The filter itself is an advanced search tool and can be applied multiple times and on multiple columns





Default 1-Month Filter

- To see data that is older than 1 month, remove the default filter.





Congrats on leveling up your DropDoc toolkit!