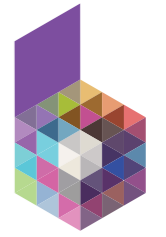




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System Admin Training Materials

Chapter 4: Search

Search functionality allows the user to quickly find the relevant asset or folder on the site.

This chapter would be used by end users

Home Help Albums superadmin Log out More search options Search site GO

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Our Brand Creative library Marketing toolkit Showcase Products Sales PR Approvals

Search

Keyword:

Filter by filetype: Other Image Video Audio Document Folder Template

Country and state:


Clear search

Album


Assets (Images, Videos, Audio, Documents)

Select all Relevance

1 page(s), 2 results Show 12 items



Sample - Young business woman relaxing on green meadow full of yellow flowers



Sample - Jumping in poppies

Search

As of Brandworkz version 6.0.1 we have vastly improved our search functionality.

Currently, users can search within Assets rather extensively, and we will be improving search within folders in the near future.

To ensure your search is more specific please use the word 'and' in between different words. The search will then find the 'tagged' words within metadata. The search for 'Christmas and tree' will narrow down the search and should result in any images tagged with BOTH those words

Search does NOT produce results with assets that are either 'disabled' or 'archived'

Assets search

Results will be returned using search in the following sections of the details of an asset:

Name

Description

Keywords

Metadata

Exif information

Content of the files in most file types including gifs, pdfs, docs, jpgs, pngs and xls documents. This information will depend on the detail embedded into the file metadata.

Folders search

Currently can be searched one of two ways, either by folder name and/or by the keywords added to a folder (found within the 'Properties' section of the folder).

In the future Brandworkz versions we will be offering a search within CMS and Web To Print template content.