Goal: This document focuses entirely on enabling a user to locate documents within Singularity v7.X.

Complexity Level: Functional User

Prereq / Related Cheat Sheets: NONE

Date of Last Update: July 4, 2008

Step 1: Navigate to Search – Select the Search icon from the Fisheye Navigation bar.

Step 2: Search Menu – Upon selecting the search icon, a window will open within the browser. Select the Begin Search icon within the window.

Step 3: Begin Search – You will be redirected to the default search screen. If you wish to use the search tree view, select the folder icon as seen within the image.

Step 3b: Select Doc Class – Select the document type for which you would like to search.
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**Step 3c: Index Search** – Enter values to search. Use the Search Qualifiers if you do not know the exact value to search.

An initial search Value must be entered before you can click the Plus Icon to add multiple search values on a single index.

![Index Search screenshot](image1)

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**Step 3d: Perform Search** – Select the Search button within the toolbar to execute the search within Singularity.

![Perform Search screenshot](image2)

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**Complete!!!**