REFINING A SEARCH

1) Run the search
2) On the ‘Search’ ribbon, select ‘Refine search’

3) From here either:
   a. Refine by disposition – this is the status of the record, i.e. Active, Destroyed, Archived etc.
   b. Refine by item type – this is the type of results you want to see, i.e. Central Files, HR Files etc.

4) On both of these screens, the options will be greyed out. To amend this, untick the box ‘Use default filters for searches for results’ on either screen.

5) Continue refining as necessary, then select OK to run the refined search.