

Global KSD Windchill Quick Search (WQS)

This knowledge sharing document (KSD) describes the best practices for the Windchill Quick Search tool. This document provides guidance only and does not contain requirements. This document is not intended to be submitted to any regulatory agency or notified body for audit or other purposes. Boston Scientific personnel are responsible to ensure they are trained to perform their functions under the Quality System and to be aware of any Regulatory requirements relevant to their work. See [91054427](#) Global WI Windchill Doc Owners BSC Process Library for requirements and [92000430](#) Global KSD Search and Reporting in Windchill for guidance on retrieving documents in Windchill.

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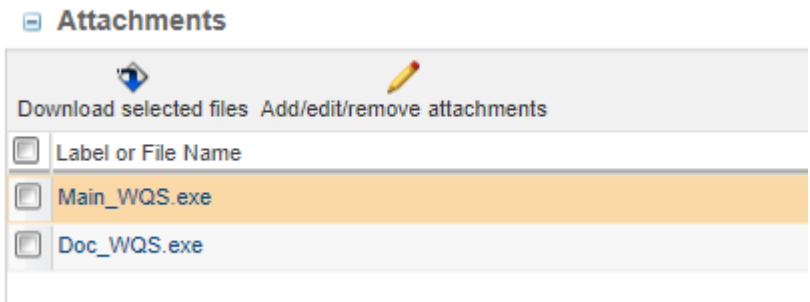
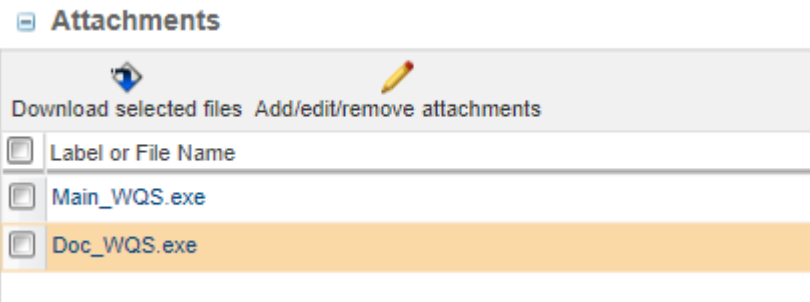
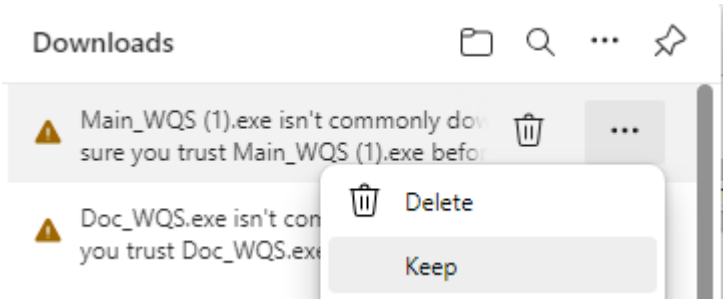
1. WQS Usage


1.1. Capabilities and Limitations

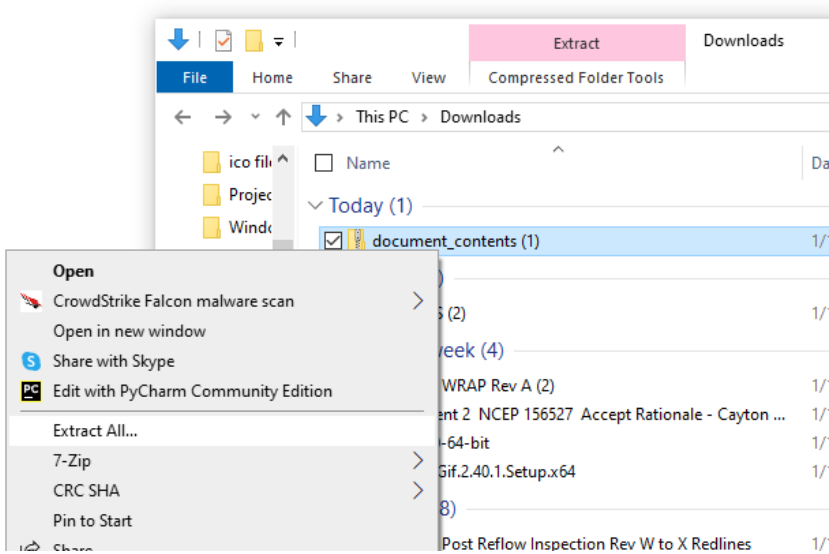
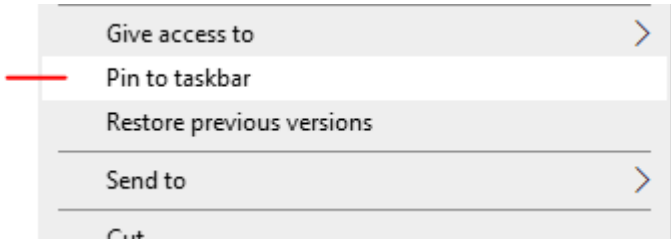
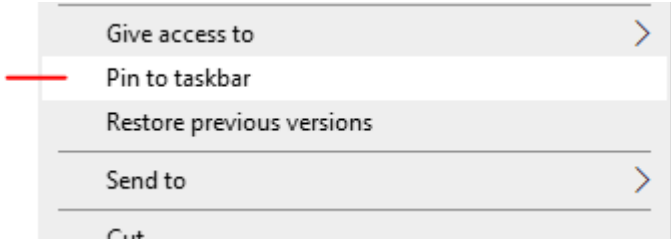
- WQS (Windchill Quick Search) is a supplemental method to the methods outlined in [92000430](#) Global KSD Search and Reporting in Windchill for retrieving content of individual document numbers in Windchill.
- Windchill Quick Search navigates to documents that are Effective and have the lifecycle states of: Concept, Concept Build, Released, Pre-Released, Production, or Pre-Production. Reference the In-Content Hyperlinking functionality outlined in 100000003853 Windchill Searching and Reporting Functional Design Specification for end states that can be retrieved by WQS.
- WQS does not have the ability to search using wildcards.
- To facilitate searches, WQS strips spaces and the characters: { }, . , | \ / & ! [] from searches before executing them.
- Access to content is controlled through Windchill, not WQS.
- Windchill Quick Search is programmed for Windows 10 operating systems.
- Windchill Quick Search requires the user's device be on the BSC network or connected via VPN.
- Windchill Quick Search can search individual or lists of document numbers (including consecutive items in tables) in Windchill.
- Windchill Quick Search provides the user with a breakpoint every 10 searches to manage windows and new browser tabs.
- Windchill Quick Search is limited to 50 document searches with each query to avoid potential for excessive load to Windchill servers and the user's device.

- Windchill Quick Search uses Microsoft Edge, as it is standard to all BSC laptops.
- Windchill Quick Search opens pdf content in Microsoft Edge because: (1.) Users are typically working in Windchill during use, (2.) Microsoft Edge is standard to all BSC provided laptops, and (3.) some users might not have a pdf reader (Adobe, for example) downloaded to their device.

1.2. Download of WQS



Step	Action
1	Navigate to Windchill Quick Search in Windchill, document 97666666
2	<p>Download the Main_WQS.exe attachment</p>  <p>The screenshot shows the 'Attachments' section of a document. At the top, there are icons for downloading, adding, editing, and removing attachments. Below this is a table with columns for 'Label or File Name'. Two files are listed: 'Main_WQS.exe' and 'Doc_WQS.exe'. The 'Main_WQS.exe' row is highlighted in orange, indicating it is the selected file for download.</p>
3	<p>Download the Doc_WQS.exe attachment</p>  <p>The screenshot shows the 'Attachments' section of a document. At the top, there are icons for downloading, adding, editing, and removing attachments. Below this is a table with columns for 'Label or File Name'. Two files are listed: 'Main_WQS.exe' and 'Doc_WQS.exe'. The 'Doc_WQS.exe' row is highlighted in orange, indicating it is the selected file for download.</p>
4	<p><i>The following is for Microsoft Edge:</i></p> <p>Because the tool is a .exe, it may need additional acknowledgement that the .exe should be trusted during download.</p> <p>Click " ... > Keep "</p>  <p>The screenshot shows the Windows 'Downloads' folder. Two files are listed: 'Main_WQS (1).exe' and 'Doc_WQS.exe'. Both files have a yellow warning icon next to them, indicating they are not commonly downloaded. A context menu is open over the files, showing 'Delete' and 'Keep' options. The 'Keep' button is highlighted in blue.</p>

	<p>Click the "Show More" twisty to reveal:</p> <div><p>Make sure you trust Doc_WQS.exe before you open it</p><p>Microsoft Defender SmartScreen couldn't verify if this file is safe because it isn't commonly downloaded. Make sure you trust the file you're downloading or its source before you open it.</p><p>Name: Doc_WQS.exe Publisher: Unknown</p><div><div>Show less ^</div><div>Keep anyway</div><div>Report this app as safe</div><div>Learn more</div></div><div><div>Delete</div><div>Cancel</div></div></div> <p>Select "Keep anyway"</p>
5	<p>Alternately, if both executables are downloaded from Windchill at the same time, they will be downloaded in a .zip file that will need to be extracted.</p>

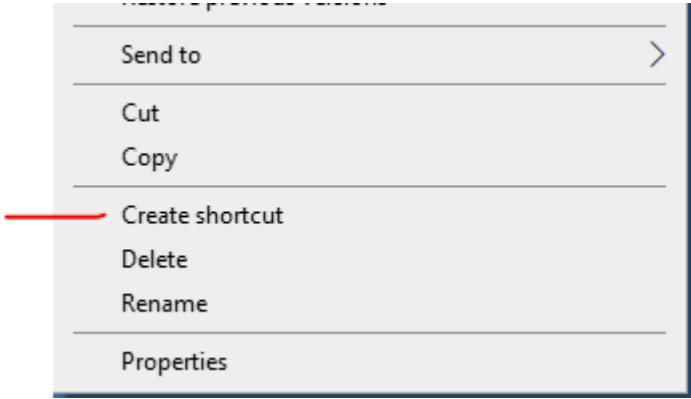
	
6	Recommended: Move the Main_WQS.exe and Doc_WQS.exe out of the Downloads folder and onto your desktop
7	Right-click the Main_WQS.exe file and select "Pin to Taskbar" 
8	Right-click the Doc_WQS.exe file and select "Pin to Taskbar" 
Note: Because the tool is a .exe, it may need additional acknowledgement that the .exe should be trusted on the first time it is run.	

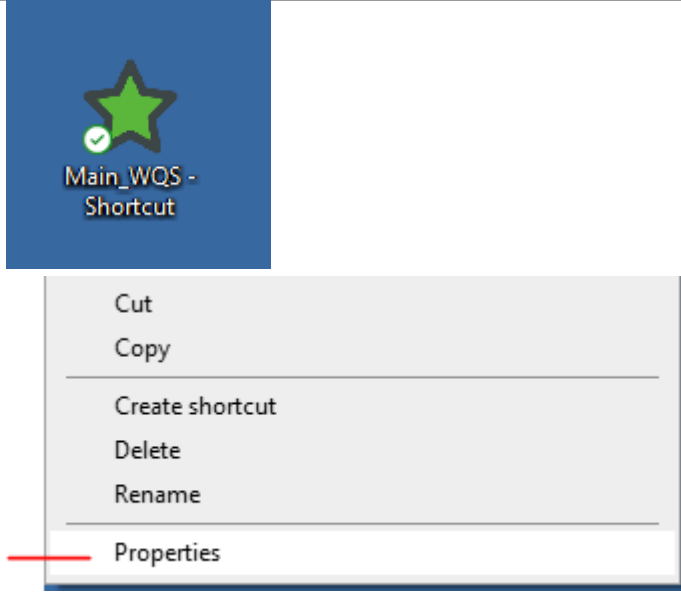
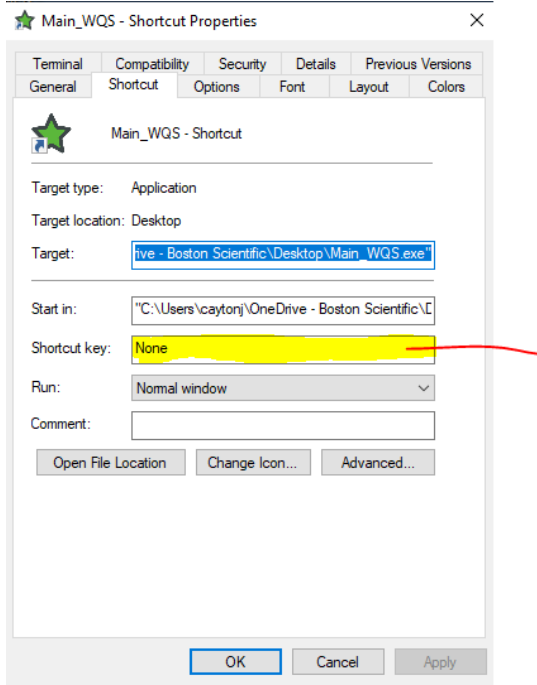
1.3. Use of WQS

Step	Action
1	<p>Highlight a number to search in Windchill, then copy it to the Windows clipboard (CTRL+C, or right-click > Copy)</p> <p>For example, highlight the highlighted Windchill number below, then copy it to the clipboard using CTRL+C:</p> <p>90440692</p>

2	<p>Click the  icon in the taskbar to download and open the Latest Effective and Released Watermark content file</p> <p>If multiple files are downloaded, the browser pop-up blocker may need to be disabled for Windchill</p>			
3	<p>Click the  icon in the taskbar to navigate to the Latest Effective and Released Main Info page in Windchill</p>			
Note:	<p>Multiple consecutive items can be copied at a time, including tables and lists delimited with common separators (except ` ` and `:`). Repeated values are omitted.</p> <p>For example, copying all of the highlighted values below and clicking the search icon will generate a successful search of all items:</p> <table><tr><td>90440692</td></tr><tr><td>97666666</td></tr><tr><td>S842773-00</td></tr></table> <p>{[92000430, 91054427; 90440693]}</p>	90440692	97666666	S842773-00
90440692				
97666666				
S842773-00				

1.4. Optional: Keyboard Shortcut

Step	Action
<p>This is optional for Windchill Quick Search use. The process below outlines how to bind a keyboard shortcut to the search functions.</p>	
1	<p>Create a shortcut for each executable: Right-click the executable, and select "Create shortcut":</p> 
2	<p>Right-click on the newly created shortcut, and click "Properties":</p>

	
3	<p>Click the "Shortcut Key" field and then press the button you would like to assign to call this executable.</p> 
4	Click "Apply"
5	Repeat steps 1-4 for the other Windchill Quick Search executable

1.5. Troubleshooting

Windchill Quick Search isn't downloading

- Verify you are allowing the download as outlined in Section 1.2 Step 4

Windchill Quick Search says it cannot verify its version

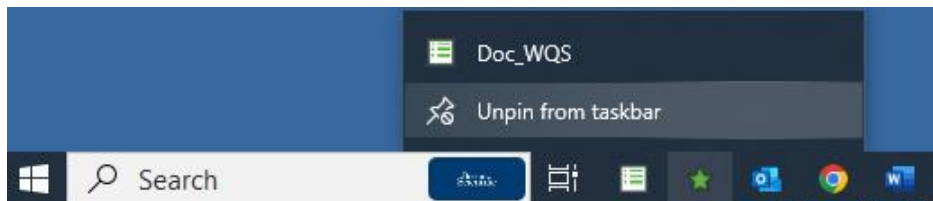
Windchill Quick Search verifies it is the released version before executing a search. If it can't, it won't search. This version check is a requirement for Windchill Quick Search's validated status.

- Verify you are connected to BSC servers via VPN if you are working remotely
- The version checking server may be down for maintenance or overloaded. Try again later. If there's still an issue send a note on the [WQS SharePoint](#). In the meantime, use manual methods outlined in Global KSD Search and Reporting [92000430](#).

Windchill Quick Search says there is a new version available.

A new version of Windchill Quick Search is available that adds or alters functionality to a previously released version of Windchill Quick Search. Depending on the change, old versions may need to be recalled and updated. To update:

- Right click on Windchill Quick Search and unpin it from the taskbar (if it is pinned there).



- Delete the out-of-date WQS executable if you know where it is stored on your device
- Re-download the WQS executables.
- **Move the downloaded WQS executable from the Downloads folder to the desktop**
 - This step is important to ensure you're pinning the executable of the newly downloaded WQS, and not a previous version that might be retired or retiring.
- Right click the executable (now moved to the desktop), and select to Pin the executable to the taskbar

Windchill Quick Search can't find the document I'm copying

- Verify the document you're searching is at an allowable end state for searching (Concept, Concept Build, Released, Pre-Released, Production, or Pre-Production).
- To facilitate searches, WQS strips blank spaces (including spaces and carriage returns) and the characters: {},.,;|\\&![] from searches before executing them. Documents numbers using these values will not search properly. "FORM XXXX" format is an exception where a space is allowed.
- If the number you're searching has tab numbers, verify you are searching the correct tab format. XXXXX-00 might be the format for the baseline number, or maybe it's XXXXX (with no trailing tab number). A wildcard search using methods in Global KSD Search and Reporting [92000430](#) is recommended.
- Verify you're searching the correct value: you can check your clipboard content by pressing WindowsKey + V.
- Verify you have access to the document you are attempting to retrieve. Windchill permissions can be checked by completing a "Group List for Specified User Report" by following the process outlined in [92000430](#) Global KSD Search and Reporting in Windchill.
- Use the manual search methods in Global KSD Search and Reporting [92000430](#).

Windchill Quick Search does not open pdfs automatically after download:

- In Microsoft Edge, turn OFF the “Always Download PDFs” setting. Copy the following into the Microsoft Edge address/search bar and press Enter:
<edge://settings/content/pdfDocuments?search=pdf>

I’m trying to download multiple files or view multiple documents with a single search, but nothing is happening

- Verify your web browser’s pop-up blocker is disabled or allows download of multiple files for Windchill.
- Verify you are searching what you are attempting to search – verify the content on the clipboard (press WindowsKey + V to view clipboard content).
- Windchill Quick Search has a hard limit on the number of searches that can be executed in a single query. This is done to avoid having too many browser tabs open, which might crash or lock up your computer. Limits to searches also eliminates the potential for a large number of requests to Windchill. If this hard limit is hit, a warning will appear which will display the last value that was searched by WQS so you know where WQS left off.

My default browser isn’t Microsoft Edge. Why are documents opening in Microsoft Edge?

- Windchill Quick Search is set up, tested, and validated to run on the default BSC laptop/device configuration, which uses Microsoft Edge as the default web browser.

I’m downloading both Windchill Quick Search executables from Windchill, but it’s downloading a zip file instead of executables.

- Extract the downloaded zip file, then move the executables to your desktop, then pin the executables to the taskbar.

Windchill Quick Search says it is suspended

- There’s an issue with Windchill Quick Search that requires it to be temporarily shut down. Expect a fix and update soon.

Windchill Quick Search says it is retired

- Windchill Quick Search is no longer supported. Delete the executable.

My problem wasn’t listed here. Help!

- Send a note on the [WQS SharePoint](#).
- Use manual search methods in Global KSD Search and Reporting [92000430](#) in the meantime

1.6. Suggestions and Improvement

Does Windchill Quick Search have an error or area for improvement? Submit a note on the [WQS SharePoint](#) or create a New Problem Report against 97666666.

2. Supporting Information

2.1. Definitions

Definitions for the terms exclusive to this document are identified below:

Term	Definition
WQS	Windchill Quick Search
Windchill	Windchill is a Product Lifecycle Management (PLM) tool used by BSC to

	manage product and non-product information
BSC	Boston Scientific
WI	Work Instruction
SPD	Small Project Documentation

2.2. Applicable Documents

Number	Title
S842773-00	Global Quality Systems Glossary
92000430	Global KSD Search and Reporting in Windchill
91054427	Global WI Windchill Doc Owners BSC Process Library
97153584	Windchill Quick Search – SPD
100000003853	Windchill Searching and Reporting Functional Design Specification