



## Searching with Predefined Queries

To search on specific object types, you can use predefined queries that you run by entering specific prefixes in the search field, called Type Shortcuts.

### Important:

- This feature is not available in "mobile" resolution (screen width below 700 px).
- The Administrator can customize predefined queries.

Before you begin: Have the Collaborative Industry Innovator license role.

### 1. Do any of the following:

- In 3DDashboard, or in a desktop app with the new search dropdown, do any of the following:

#### a. Click the Top Bar **Search** field.

The search dropdown opens.


#### b. From the bottom right-hand corner, click **Help**.

The **Help** panel opens.

### Notes:

- This panel is not available on mobile devices.
- When using this feature, the Top Bar search field becomes unresponsive as it does not need any user input. To make it responsive again, close the help pane.

#### c. Select **Help on Type shortcuts**.

- In a desktop app with the previous search dropdown, in the Top Bar **Search** field, click , and select **Help on Type shortcuts**.

**Important:** When using this feature, the Top Bar search field becomes unresponsive as it does not need any user input. To make it

responsive again, select **Search** from the secondary search menu and launch a query.

- o Enter ?

You have access to an exhaustive list of predefined queries.




## 2. From the proposed list, select a predefined query.

Predefined Queries use the `predefinedtype_shortcut:searchstring` syntax, for example, `prd:searchstring` to search for products.

You can use additional predefined queries (with an `s` prefix) to search for objects belonging to a standard collaborative space.

**Tip:** To search for users, use the **Person** predefined query (through the `usr:<name to search>` or `person:<name to search>` shortcuts).

## 3. **Optional:** For Collaboration and Approvals based apps, you can add the selected content to a clipboard or to a new or existing collection.

- a. From the **Search Results** panel, click 
- b. **Optional:** Select  **Add to Clipboard.**
- c. **Optional:** Select  **New/Add to Collection.**