Changing the Search Settings

You can configure settings to change the search view display.

Note: When using this feature in a 3DDashboard or in a desktop app with the new search dropdown activated, the Top Bar search field becomes unresponsive as it does not need any user input. To make it responsive again, close the search settings pane. For more information about the new search dropdown in desktop apps, see [New Search Dropdown](#).

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

1. Open the **Search Options** dialog box by doing the following:
   - In 3DDashboard, or in a desktop app with the new search dropdown:
     a. Click the Top Bar **Search** field.

        The search dropdown opens.

     b. From the bottom right-hand corner of the new search dropdown, click ⚙ **Settings**.
        Note: This command is not available on mobile devices.
   - In a desktop app with the previous search dropdown: In the **Search Results** panel, click ⌄ and select ⚙ **Settings**.

2. From the **Search Options** dialog box, specify any of the following options:

Option	Description
Activate Instant Search	In a desktop app with the previous search dropdown: When you enable the Instant Search feature, the search mode displays: ○ The main categories matching with the query terms. For example, it shows **Dashboards**, **Communities** (including the private communities the user has access to), and **Posts** below the search history and general suggestions. When you click a category suggestion, the related object opens. For 3D Space and 3DSwym stand-alone objects, Instant Search displays **View More** options to start the preview.

Option	Description
	If the `People` category is available, you see the category suggestion, and can open the users' 3DSwym profiles from the results.

- The 3 apps that best match with the query. Click their names to open these apps.

  When there are more than 3 apps matching the user query, a **View More** link appears. It opens the **Compass** with the query text prepopulated in the **Compass** search input, to let you continue the search on a larger choice of apps, and start the relevant application.

  Notes: The search for apps looks for exact match on the user text. Therefore, it does not support wildcards, and multiword searches are treated for exact match on names (with space)

  The Instant Search feature only shows the apps available for the user on the current active tenant.

Notes: From the 3DSearch Control Center app, the platform administrator can:

- Activate or deactivate the **Instant Search** feature. If the administrator activates the feature, users have the Instant Search activated by default. They also have the possibility to deactivate or re it here, from the **Search Options**.
- Specify the type of categories to show.

This feature is available on all applications (3DSwym, 3DDashboard, 3D Space) except on desktop apps (cloud, on premises).

This feature does not work on mobile devices.

This feature is always enabled in 3DDashboard and in any desktop app with the new search dropdown enabled.

Option	Description
Use tabs to show searches	Displays results in a tab within the search widget, when in transient mode.

Click ✚ to add more tabs to the widget, and select them to display the results of other queries.

6WTags update their content when you switch from one tab to another.

Option	Description
	Notes: - This feature is available in 3DDashboard, 3DSwym, and desktop apps only. - In desktop apps, 3DSearch retains search tabs during the session lifetime only. Similarly, in web apps, 3DSearch does not retain the tabs of a transient widget when the page refreshes.
Display date format	Defines the default date display format: - **Based on admin preferences** (the default mode) - **Based on language preferences** - **YYYY-MM-DD 24h** format - **MM/DD/YYYY 12h** format - **DD/MM/YYYY 24h** format - **Mon DAY, YYYY 24h** format (for example, Jan 12, 2020 13:30:41) This choice: - Applies to all contexts using 3DSearch, that is, desktop apps, 3DDashboard apps, 3DSwym, etc. - Has no impact on dates displayed in 6WTags and **Advanced Search**.
CSV separator	Defines the separator to use when exporting search results in CSV. You can choose between a comma or semicolon. This choice persists when you clear your browser cache.
Search result revisions	Defines which search result revisions to show. Objects may have many revisions and displaying all of them in the search results may clutter the user interface with many irrelevant objects. You can therefore choose to reduce the number of revisions to display. - **All revisions**: Displays all object result revisions. - **Latest**: Displays the latest revision only. This mode is available for 3D Space data and for objects supporting major and minor revisioning. With the following revisions, 3DSearch displays the revision in bold.

Object	Part.000	Part.001	Part.002	**Part.003**
Revision	000	001	002	003

Option	Description

State	State1	State1	State1	State1

○ **Latest Per State**: Retrieves only the latest revision major and or minor revision for each available state. With the following states and minor revisions, 3DSearch displays the revisions in bold.

Object	Part.000	**Part.001**	**Part.002**	**Part.003**
Revision	000	001	002	003
State	State1	State1	State3	State2

> **Important:** The **Search result revisions** feature is not compatible with:
> - Data that is not indexed yet. Therefore, it does not work for **My Recent Content** because the data is not indexed in that context.
> - Existing data, until reindexed (either manually by the Administrator or because of data modification).
> - A new branch in your 3DDashboard created using the branching feature.

Option	Description
Search result double click	For desktop apps, this option allows you to double-click search results to open them in the search window.
Collaborative spaces credentials	Specifies the security context used by 3DSearch for searching on Collaborative Spaces. **Note:** Credentials are effective once you click **Apply** and run the query again.
Columns > Manage grid view customization	In ☰ **Datagrid View**, this option allows you to customize the column display. For more information, see Customizing Columns for Datagrid View.
Enable Collaboration for Microsoft	When Collaboration for Microsoft is installed and configured on your platform, and you have the Collaborative Industry Innovator license role, allows the **Download**, and **Edit** commands in the **Search**

Option	Description
	Results panel to work with Collaboration for Microsoft. For more information, see Search Result Options.