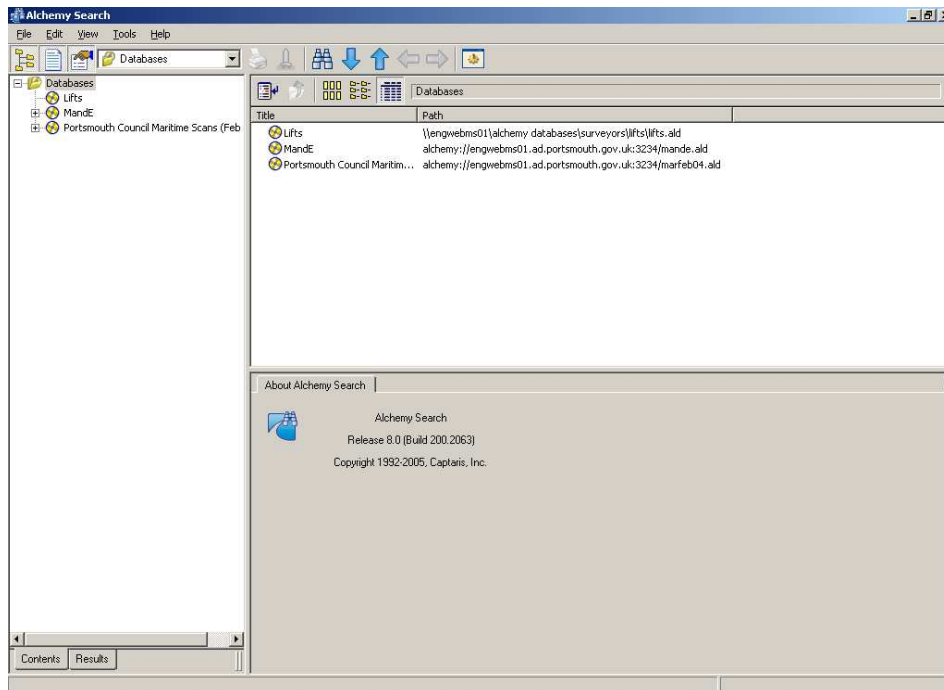


Alchemy Search – Basic User Notes

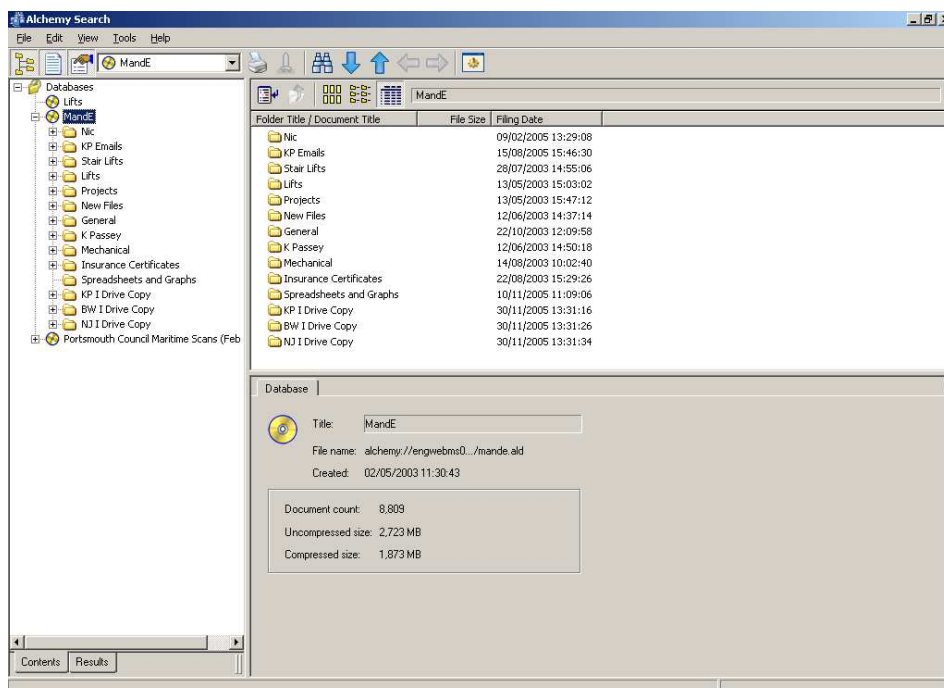
Alchemy Search allows you to view all documents within an Alchemy database (with read only rights). If you need to create/update a database, Alchemy Administrator is required.



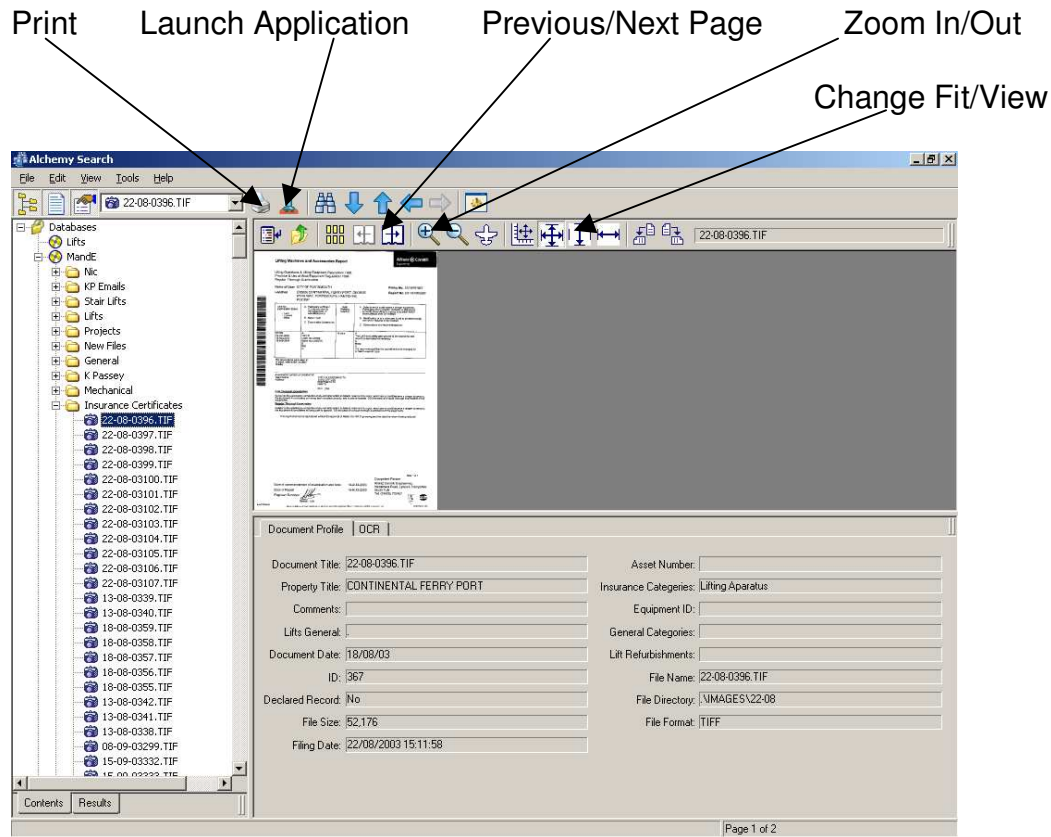
Double click the Search icon on your desktop. You will see a screen similar to the one below (depending on what databases you have access to).



Double click on the database you need to search – you will now see the folder structure within that database.



You can go into any of the folders and select the required document in a similar way you would view folders/documents within Windows Explorer.



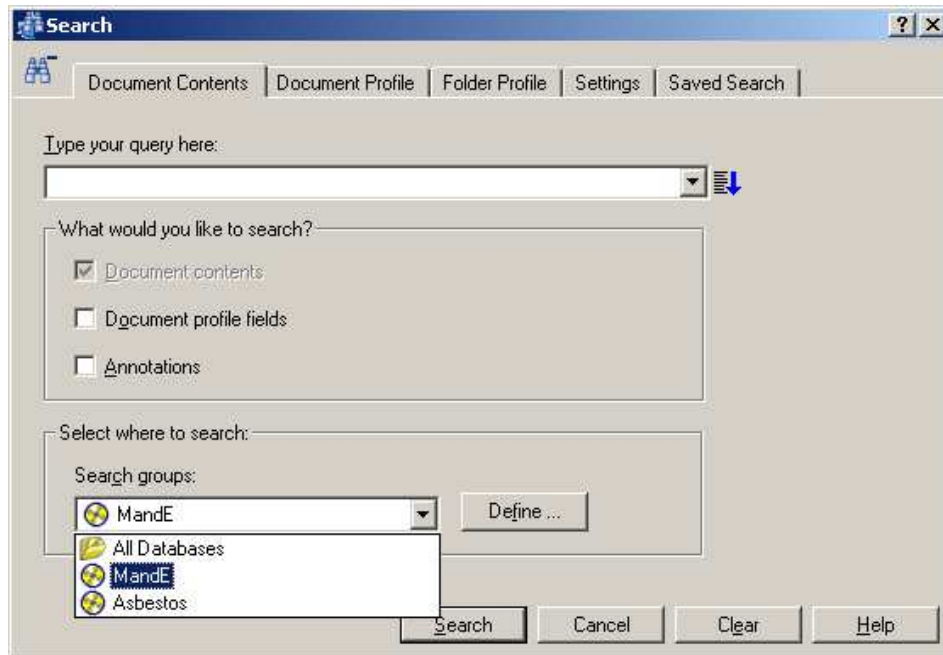
The grey area under the document is its profile. These fields are set up by the person who creates/maintains the database, so each database will have different profile fields.

When a new document is moved into the database, you can assign it certain information within these fields (ie a project number, property name it relates to, document type). This makes searching for information a lot easier.

If you don't know where the document is stored, you can carryout a search using the binoculars icon.



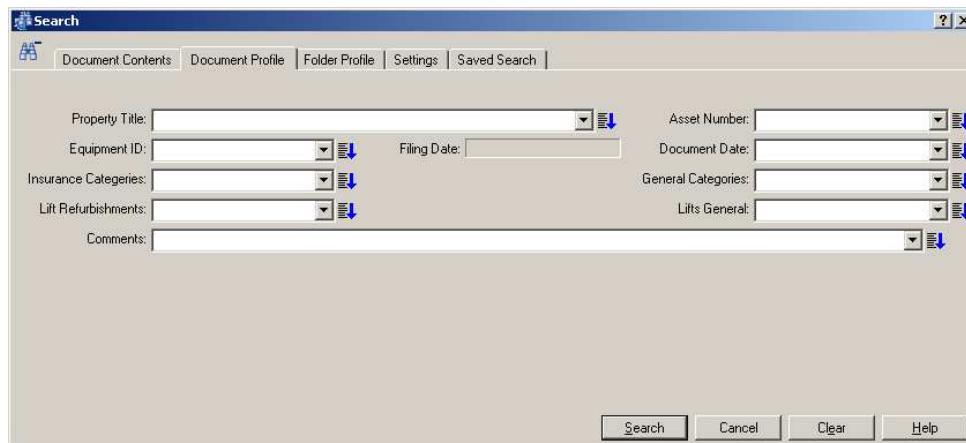
This will bring up the following window.



You will need to click on the down arrow button to select which database you are searching.

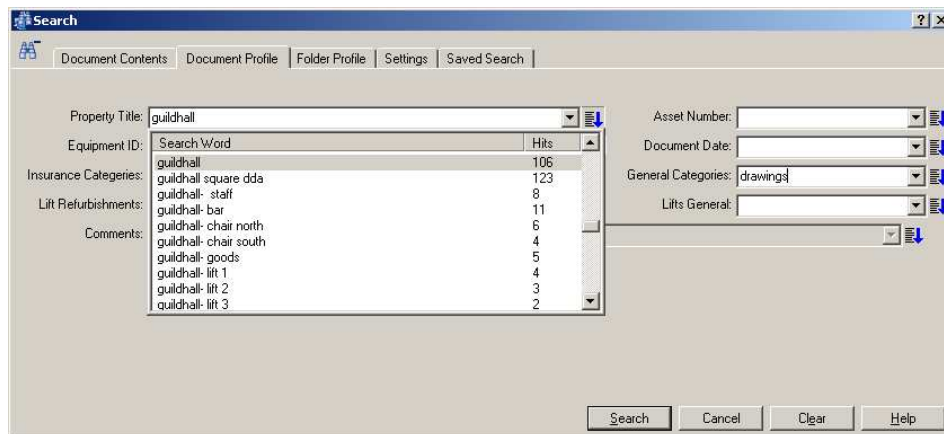
For this example I will carryout a search on the MandE database.

Click on the Document Profile tab.

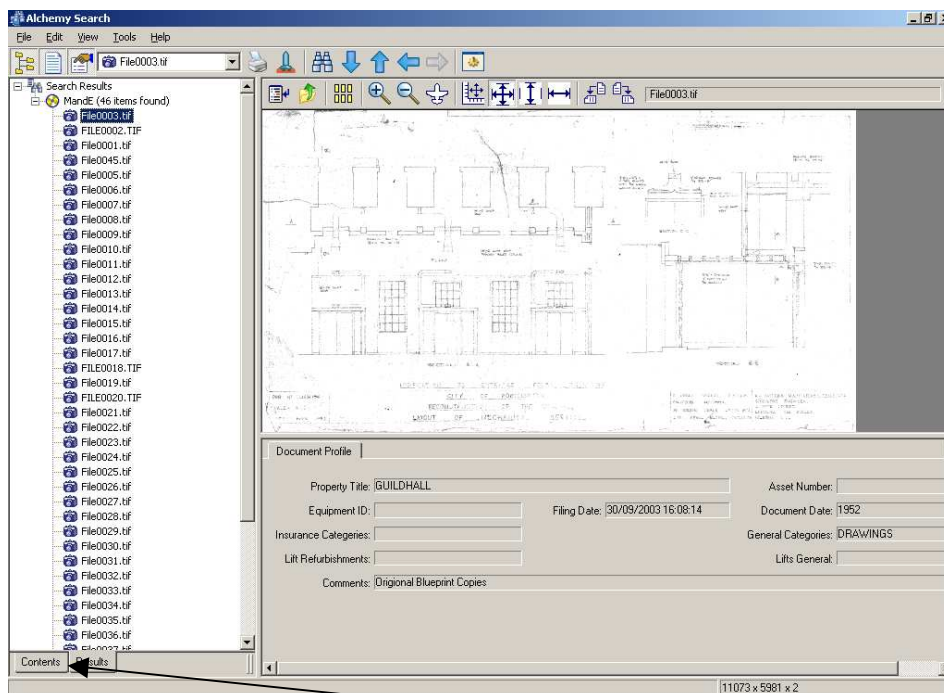


Here you will see the fields displayed in the document profile.

If I wanted to find all drawings relating to the Guildhall, I would click on the blue down arrow button next to the Property Title field and select "Guildhall". I would then choose "Drawings" from the General Categories field.



When I click on Search, all the relevant documents will be listed



To go back to the original database screen – click on Contents.

The fields you search on depend on the database set up – it is best to speak to the section responsible for maintaining it and ask how the profiles are set up.

Within Alchemy you can display most document types, including -

- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Microsoft Outlook
- PDFs
- AutoCAD Drawings
- JPGs/TIFs
- Lotus WordPro