

Searching for Content

Click on the Content tab then click Search. The Search allows you to Search Content or Add/Edit Content.

To search for content, simply choose a *Content Type* from the “Type*” drop down menu or type in the box, then use any one of the following parameters to refine the content search:

- **Search:** Keyword searches **ALL of the fields** of the specified Content Type for matching content. This
 - can produce some unexpected results if your search term is in the text of the item
- Keyword Search:** Any field checked as “**searchable**” in the field properties will be keyword searchable in the Content Search Manager

The screenshot shows the dotCMS Content Search interface. On the left is a dark sidebar with navigation options: Publishing, Home, Website, Website Browser, Content (selected), Search, Content Edit Permissions, Forms & Polls, Content Types, CMS Admin, and Plugins. The main area is titled 'Content | Search'. It features a 'Type:' dropdown menu set to 'Bio' with a red annotation '1. Select the type' pointing to it. Below the dropdown is a 'Search' button and a 'Clear' link. To the right is a search input field with a red annotation '2. Enter your search term' pointing to it. Below the input field are list and grid view icons and the text 'Showing 1-40 of 4144'. The search results are displayed in a table with columns: Name, Title, UAnetId Only (not the full email address), and Office/Depart. The table contains six rows of results, each with a profile picture, a checkbox, a name, a status indicator (green circle), a language code (en-us), a lock icon, a title, a UAnetId, and an office/department. Red annotations point to specific elements: '3. Review the status' points to the status indicator, and '4. Click the name to edit' points to the name 'Janene Petit'.

	Name	Title	UAnetId Only (not the full email address)	Office/Depart
	<input type="checkbox"/> Cindy Mast	Assistant Professor, Academic Success Program	cmast	Schoo Law
	<input type="checkbox"/> Janene Petit	Administrative Assistant	jpetit	Schoo Couns
	<input type="checkbox"/> Kermitt Matlock	Assistant Director	kmatlock	Office Admis
	<input type="checkbox"/> Jena Yambrovich	Admissions Counselor	jyambrov	Office Admis
	<input type="checkbox"/> McKenzie Sullivan	Admissions Counselor	mcc74	Office Admis
	<input type="checkbox"/> Chauncy Johnson	Admissions Counselor	cjohnson	Office Admis

From the Search, you can also create new content of the same type - new Bios, for example. Click the Blue plus sign in the right-hand corner of the screen, then select Content to get started.

The screenshot shows a dropdown menu that appears after clicking a blue plus sign. The menu is titled 'Workflow Actions' and contains three options: 'Add New Content', 'Import Content', and 'Export'.