



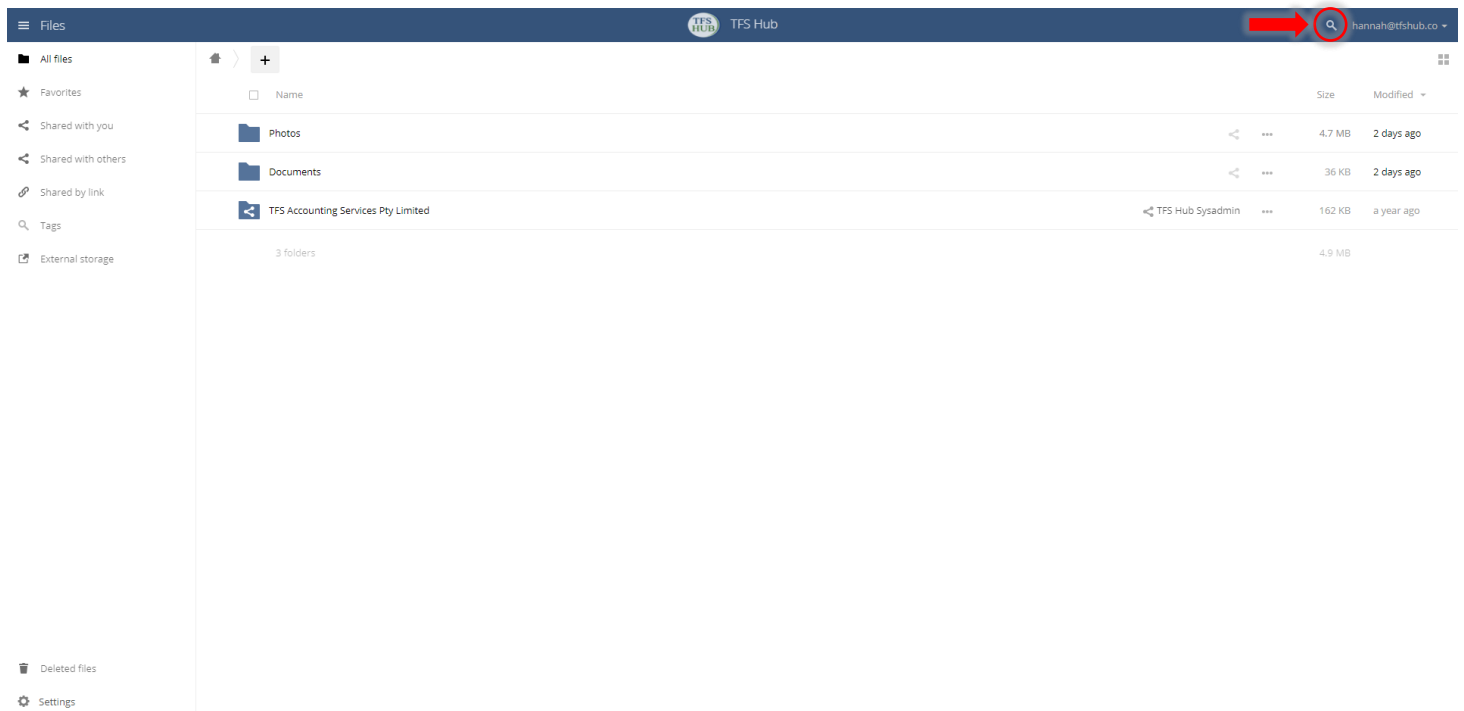
My TFS Hub User's Manual

This document is to help users of TFS Hub understand the interface and use the website to its fullest potential.

Section 13: Searching for Items

TFS Hub has a search feature, which allows you to find specific items more efficiently. You can access it from the main homepage, or for even more precise results you can search in a folder.


The search bar will appear when you click on the magnifying glass in the top right-hand side of the screen.



This will give you a place to type in the name of the item you're looking for.



The search system works by identifying the letters you have typed in the order they have been typed, so typos may affect what results come up from your search. If you have folders within your folder, it will appear when you search, but will be under the heading 'search results in other folders'.

 23 search results in other folders

To go back to your regular files, simply delete the search. The search bar will disappear if it has no searches in it and you click off of it.