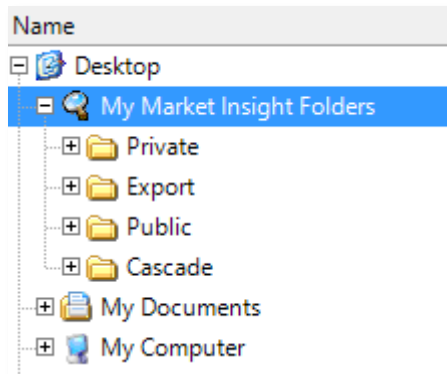


## How to Search for a File within File Explorer

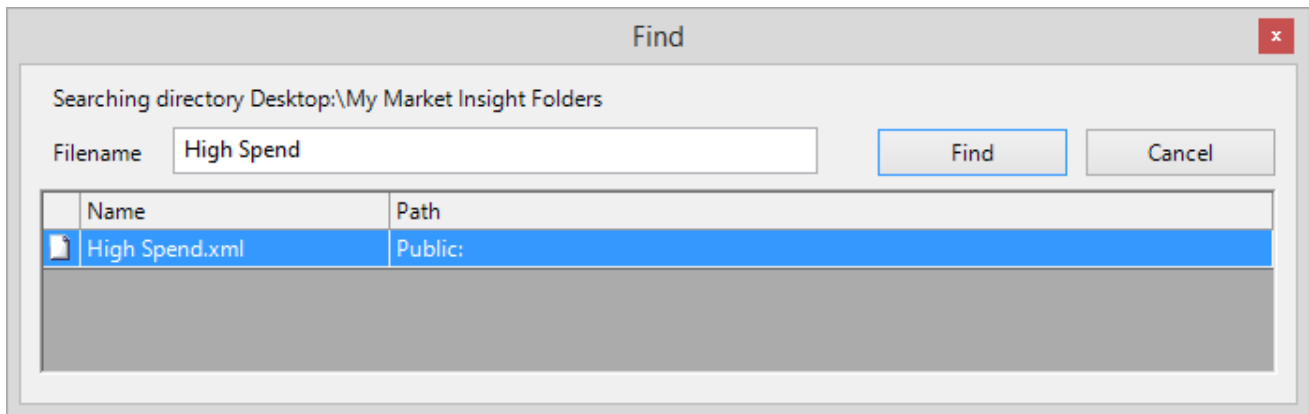
The File Explorer is where you can save and retrieve work you have created in Discoverer within the My Market Insight Folders directory. A search facility is now available to help you locate your files more easily and can be accessed through the binoculars icon.



Before you start your search you need to highlight the folder to explore. By highlighting My Market Insight all sub folders in that structure will be searched. Alternatively if you highlighted, for example Public the search would begin here including all sub folders from that point.

In the following example a known file name is being searched for in an unknown location:

- Highlight **My Discoverer Folders** as we do not know where in the structure the file we are looking for is located
- Click on the **Binoculars** icon and a **Find** dialog window will appear
- In the **Filename** box type the full file name including the extension e.g. High Spend.xml
- Click **Find**



In the above screen shot we can see the file has been located indicating that the path to it is within the Public folder.

- Double click on the line of the file and the item will open on the Discoverer workspace

In some instances you may not know the full name of the file or would rather not type in a long file name. If this is the case the \* wildcard character can be used. For example:

Seg\* will find all files that start with the letters 'seg'

\*.xml will find all files that end with '.xml'

\*avg\* will find all files that have the letters 'avg' somewhere within the name

N.B. The Filename search box is NOT case sensitive.

