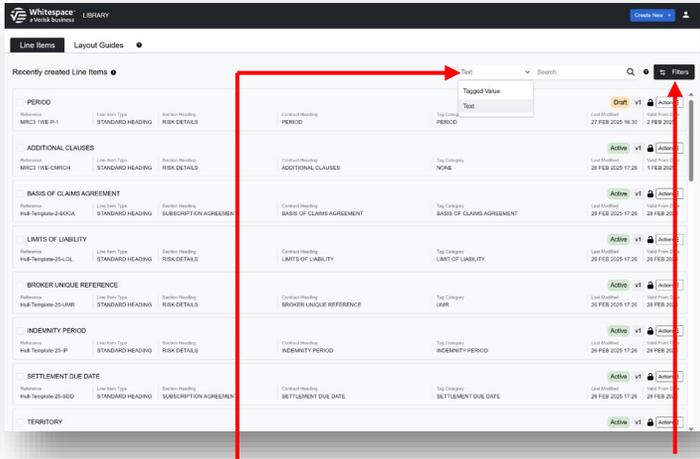


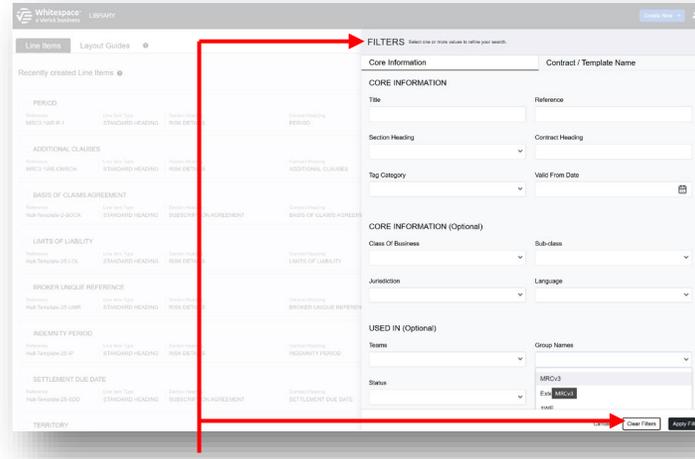
# Searching for Library Content

1.



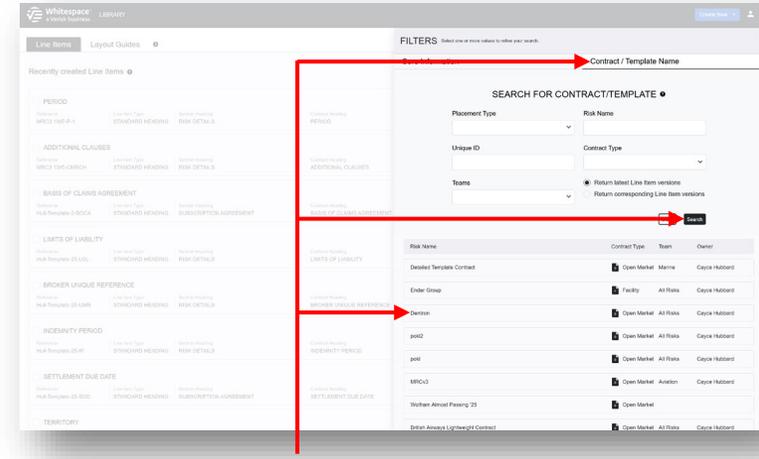
From the Library dashboard, you can search for Line Items containing specific text or a particular value tagged as data. You can't search for a tag field. Click 'Filters' for filter options.

2.



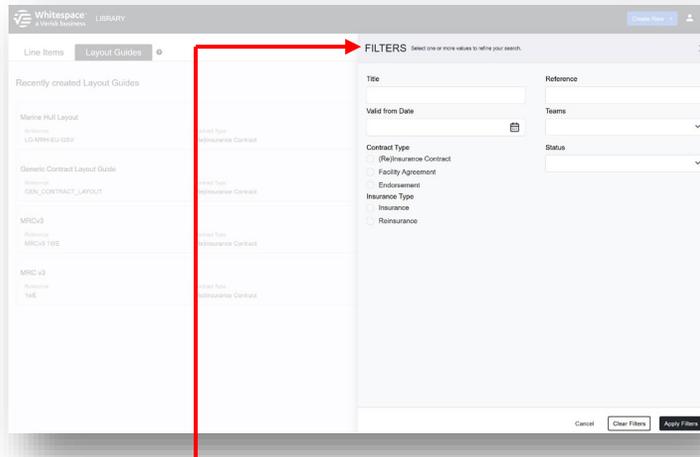
Clicking the 'Filters' button pulls up a list of all metadata fields. Select as many filter terms as you need from the extensive options, and click 'Apply Filters' to hide all non-matching items. You can clear existing filters via this tab as well.

3.



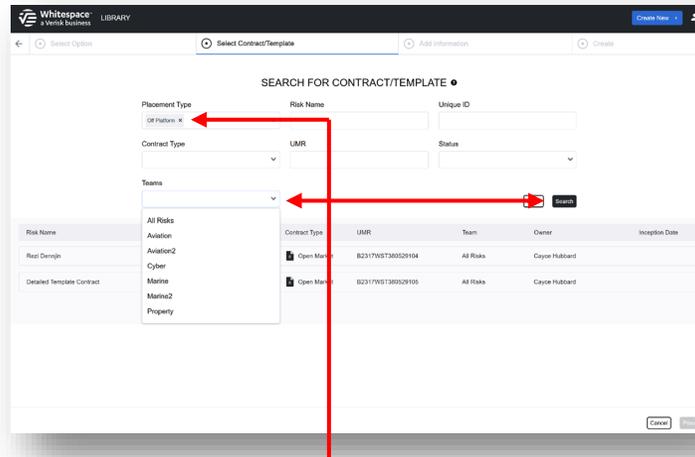
Click the 'Contract/Template Name' filter tab to list Platform documents that can be filtered or scrolled. Select a template/contract to filter the Line Items to just those used in that document, either the most current version or the original Item.

4.



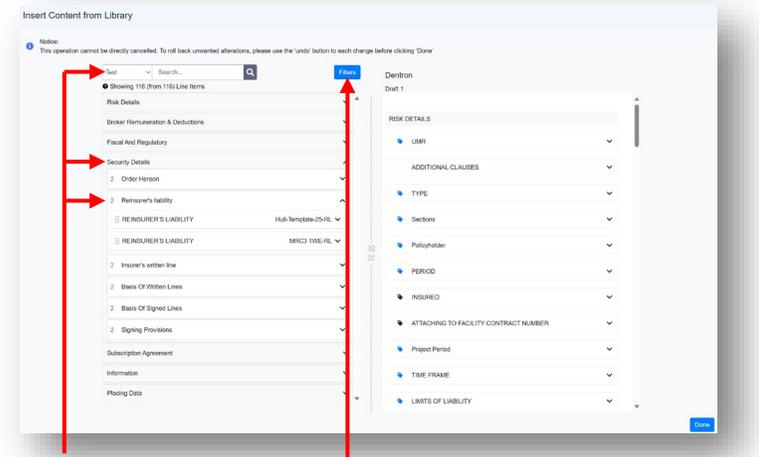
Brokers can also filter the list of Layout Guides. Since layout guides contain much less metadata, the filter tab is simpler, but it works in the same way.

5.



When importing multiple Line Items, or, for brokers, creating a Layout Guide, you are shown the platform contract records you can access. Filter the list by specifying details and clicking 'Search'. Filters can be cleared by clicking the 'x' at their end.

6.



When inserting content from the Library into a template or contract, you can search by text or tagged value in the Line Item, and/or click on and expand out categories to search manually. The 'Filters' button lets you filter the list.