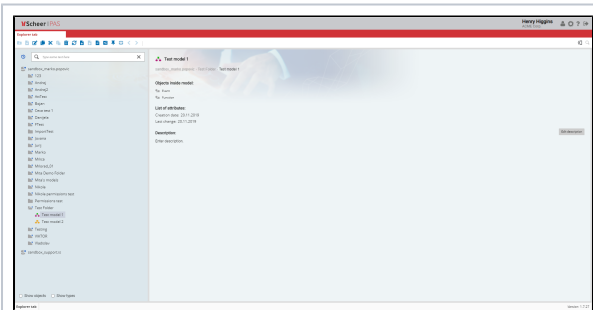


Structure Bar

Structure Bar Overview



The **Structure bar** is part of the Explorer Tab which contains your folder structure.

The structure contains three types:

1. **Databases**
2. **Folders**
3. **Models**

Object definitions can also be made visible within the Structure bar.

On this Page:

- [Structure Bar Overview](#)
 - [Search Box](#)
 - [Advanced Search](#)
 - [Recent Models](#)

Related Pages:

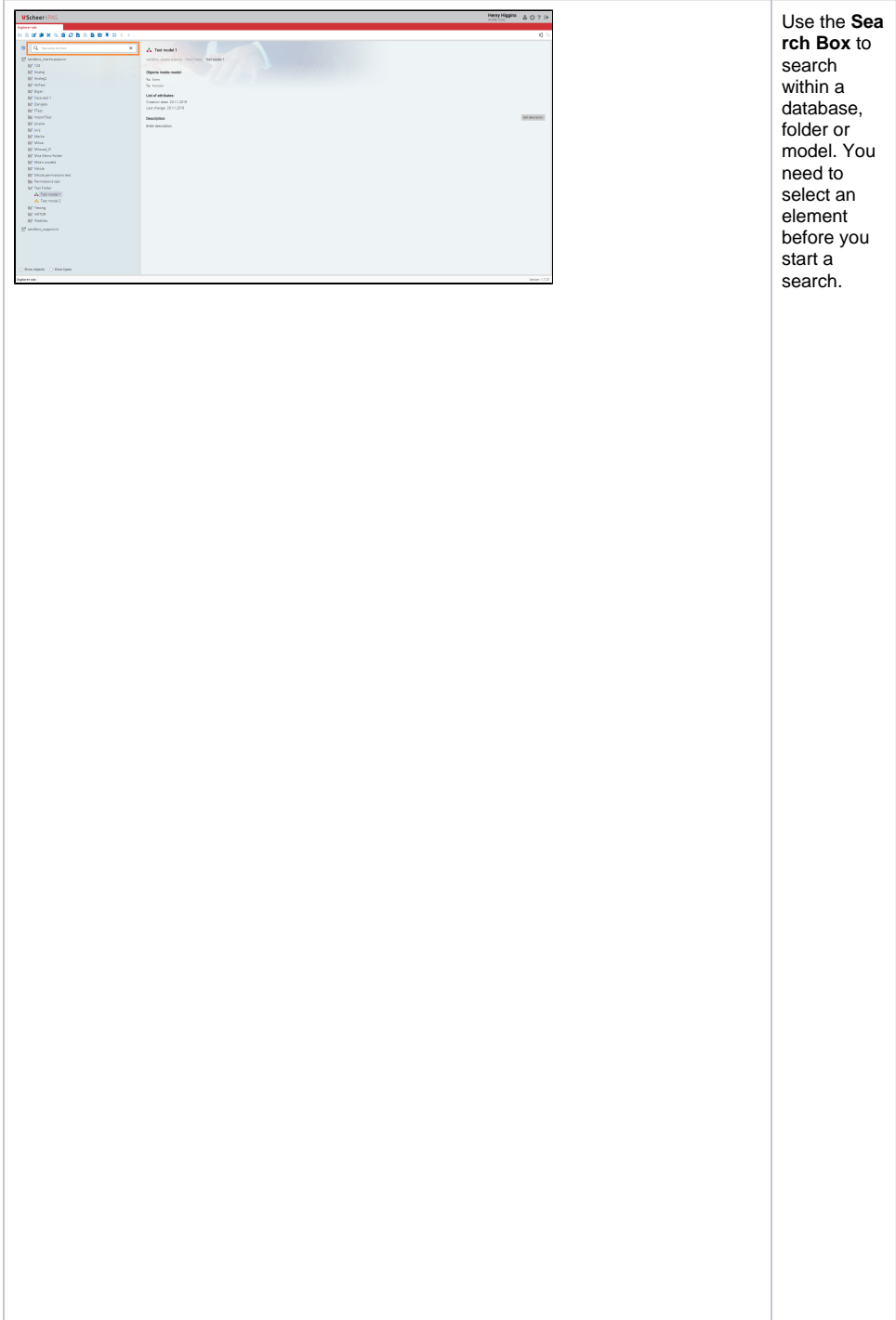
- [Account Bar](#)
 - [Administration Tab](#)
 - [User Preferences](#)
 - [Messages Tab](#)
- [Navigation Bar](#)
 - [Explorer Tab](#)
- [Databases](#)
- [Folders](#)
- [Models](#)
- [Description Bar](#)
- [Toolbar](#)




Formatted
Details
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page
[Explore
Tab](#)
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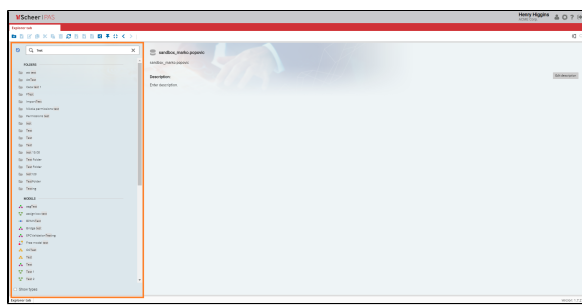
	<p>Besides this, you can easily search for items within the Structure Bar by using the Search Box or the Recent Models options.</p>
--	---

Search Box



The screenshot shows the Veeva Vault interface. On the left, there is a sidebar with a search bar and a list of objects. The main content area displays the details for the selected object, 'Test model 1'. The details include the object name, version, and a list of associated objects. The interface is clean and professional, with a light blue and white color scheme.

 Please keep in mind, that these search is applied only to the contents of the selected element.



After you select an element, you can enter your search term.

You can search by **n**ame and by **t**ype .

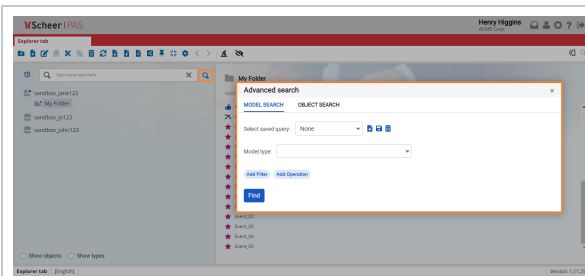
When you search by **n**ame, use **s**pace bar to separate each word in the name (if the name is consisted of more than one word).

When you search by **t**ype, please do not use **s**pace bar if the type name has more than one word. For instance, instead of entering "value chain diagram", enter "valuechain diagram".

All elements containing the search term will be displayed.

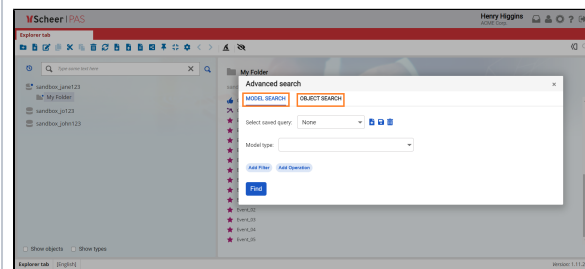
The **Search results** are listed in separate sections for folders, models and objects.

Advanced Search



Advanced Search feature allows a user to specify additional requirements for a search of **model or object**.

Select database, folder or model in which you want to perform a search and click on icon located to the right of Search Box



Select a **model or object** search.



In the following text, we explain the basic functions of this a

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Advanced search

MODEL SEARCH

OBJECT SEARCH

Select saved query:

None

Model type:

Add Filter

Add Operation

Find

Select one or more types of models you want to search for.

Click **Add filter** to add additional search parameters.

Based on the type of parameter (attribute), you will need to **provide a value to search against** by entering text, selecting a date, or picking an item from the drop-down menu.

You can also create compound searches with multiple search parameters by adding new conditions and connecting them with **operators**.

Advanced search

MODEL SEARCH

OBJECT SEARCH

Select saved query:

New Query

Model type:

Value Chain Diagram

AND

Model Attribute:

Author : Text

Henry

×

Model Attribute:

Creation date : DateTime

last month

01.11.2021

30.11.2021

×

Add Filter

AND

OR

NOT

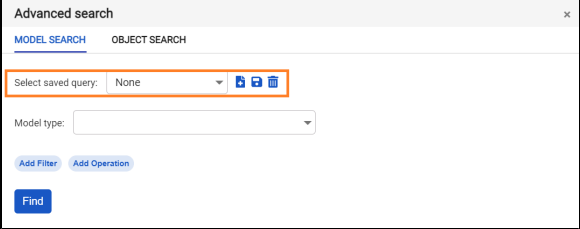
EXISTS

Find

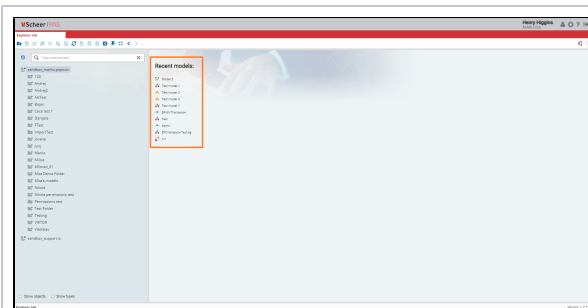
Add Operation

Advanced Search feature makes use of logical operators like 'AND,' 'OR,' 'EXISTS' and 'NOT' to **group** together multiple search queries ("conditions") and produce refined search result.

- **Selecting the AND operator:** *All* conditions imposed by conditions linked with the AND operator need to be fulfilled by a model for it to appear as a search result;
- **Selecting the OR operator:** If *a ny* of the conditions imposed by conditions linked with the OR operator are fulfilled by a model, it will appear as a search result
- **Using the NOT operator:** Models *outsid e of* the conditions imposed by a condition with the NOT operator are added to the search results

	<ul style="list-style-type: none">• Using the EXIST S operator: Models that contain the attributes linked with the EXIST S operator are added to the search results
	<p>These complex queries can be saved for future reference.</p> <p>If you want to save the query you've made for future use, click Add new and enter an query name.</p> <p>If you want to modify the existing query, click Save after you've made the changes.</p> <p>If you want to delete the existing query, click Remove.</p>

Recent Models



Use the **Recent Models** button to display a list of recently opened models.

The result is shown within the **Recent Models** panel on the right side.

This button is convenient when a large number of folders and models has been created. Instead of collapsing every folder to find an element, just click on this button to select the last model you edited.