

# Search

**Browsing Doc.It® Work Binders and Doc.It Archive is the quickest way to find documents. In instances where multiple documents must be reviewed, users enter specific words or key phrases and Doc.It Search instantly reveals the most reasonable selection of documents for review.**

- Search for words, phrases and numbers contained within a document.
- Search working and stored files (e.g. in the Doc.It Work Binder and Archive).
- Search for documents based on multiple criteria such as client name, year, document name, categories, dates ranges, etc.
- Search for phonetic equivalents of words. Doc.It Search will find the word even if the search word is misspelled.
- Save searches for future reference.
- Instantly open the Doc.It Work Binder if the file is in a Work Binder.
- Delete documents found.
- Filter search results to include or exclude certain criteria.
- Export search results to .CSV or MS Excel files.
- Search on status of document workflow (e.g. current stage, assigned to, document category, due dates, etc.).

