

## DAM - Assets / Contents search options

KL Support - 2017-03-14 - Digital Asset Management (DAM)

### AT A GLANCE

01. Login
  02. Select Content tab
  03. Keyword and Exact Match options
  04. Basic Search
  05. Basic Search results
  06. Advanced Search
  07. Advanced Search results
- 

### 01. LOGIN

Log in to Canopy via <https://canopyapp.net>

### 02. SELECT CONTENT TAB

Select the Content tab at the top of the screen. The most recent products will be displayed.

### 03. KEYWORD AND EXACT MATCH OPTIONS

The Basic Search field is located at the top of the Content screen.

There are two search options available within the Basic search area - Exact Match and Keyword. Results will vary depending on which is selected.

**Exact Match** - searches for the exact code or term entered into the search field. Multiple words will be searched as a string (group) of words.

**Note:** Exact Match is restricted to only the core Product and metadata values.

**Keyword** - searches for all of the entered values independently and will return items that contain any or all of the search terms.

**Note:** Keyword must be used to search for tags and indexed document content.

### 04. BASIC SEARCH

The Basic Search field is located at the top of the Content screen.

A Basic Search will search across the basic information of each content kind.

Search items include; description, codes, tags and indexed content of any of the selected Content items.

Select the kinds of content to search across by hovering over the 'All Categories' button and selecting the check box next to the required item.

Available options may include; Products, Product Ranges, Brands, Stories, Recipes, Media, Documents and Decorations.

Make your selections, enter your search term and press enter to complete a Basic Search.

## **05. BASIC SEARCH RESULTS**

Basic search results will be displayed below grouped in sections based on kinds of items chosen for the search.

By default a maximum of 10 items will be displayed in each section.

Select 'Show All' within each section to display more results within each section.

Select 'Next Batch' to display the next page of results.

Click on the image preview of any of the search results to view the relevant detail.

To return to the search results, select the previous item in the crumb line located at the top right of screen.

## **06. ADVANCED SEARCH**

Advanced Search is available for each of the different sections of Content.

To access Advanced search, select 'Show All' within the Content section you wish to search.

Advanced Search options are different for each of the Content sections. Once Advanced Search is selected, the fields relevant to the section will be displayed.

Enter or select the search term, select the matching criteria, then Search.

**Note:** Advanced Search works completely independently from Basic Search.

## **07. ADVANCED SEARCH RESULTS**

Results will be displayed below the Advanced Search field options, scroll to view results.

Select 'Next Batch' to display the next page of results.

Click on the image preview of any of the search results to view the relevant detail.

To return to the search results, select the previous item in the crumb line located at the top right of screen.

SEE ATTACHMENT BELOW:

Tags  
Assets

Search

**Attachments**

- [GEN\\_Canopy\\_SearchOptions.pdf \(39.90 KB\)](#)