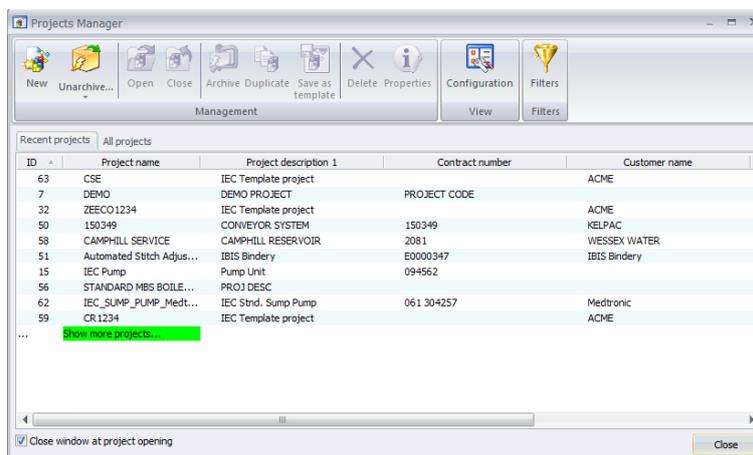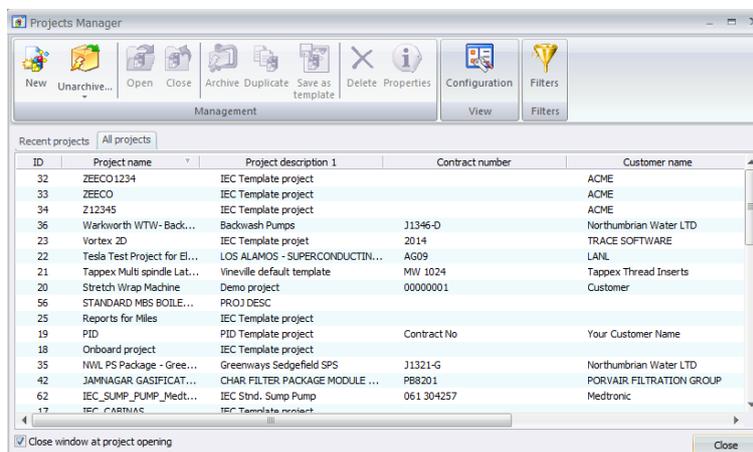# elecworks™ Tips & Tricks

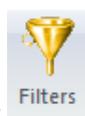## Searching and Filtering Your Projects

The elecworks Projects Manager shows you as a default the recent projects

You can select the tab *All Projects* to review all past projects
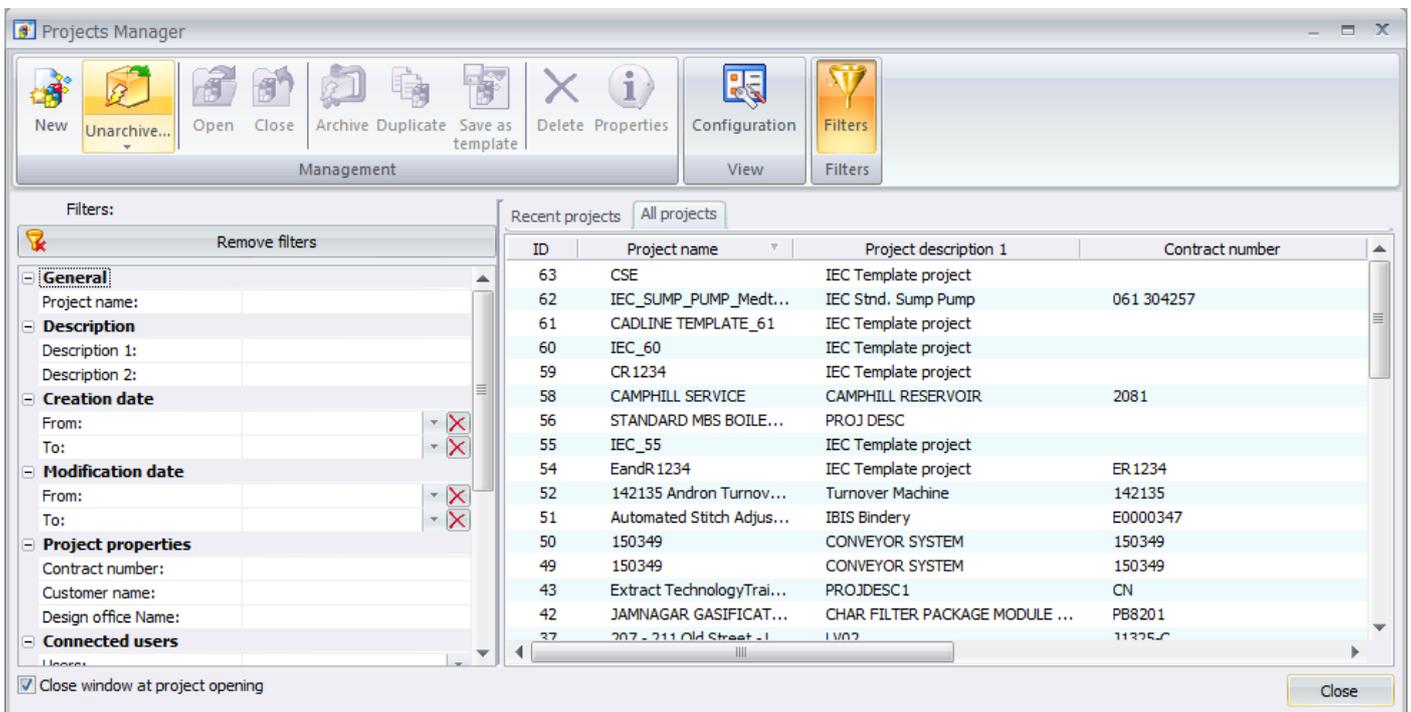

Select the grey column headers will filter the projects by the column in either A-Z or Z-A order.

For further filtering, select

You are able to enter any text in any of the available fields to filter out and search for a specific project.

Wildcard characters are not required e.g. "*"

The search does not support AND statements in the same field but multiple fields can have searchable text as shown