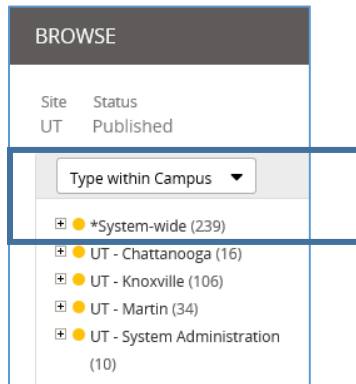


PolicyTech Search

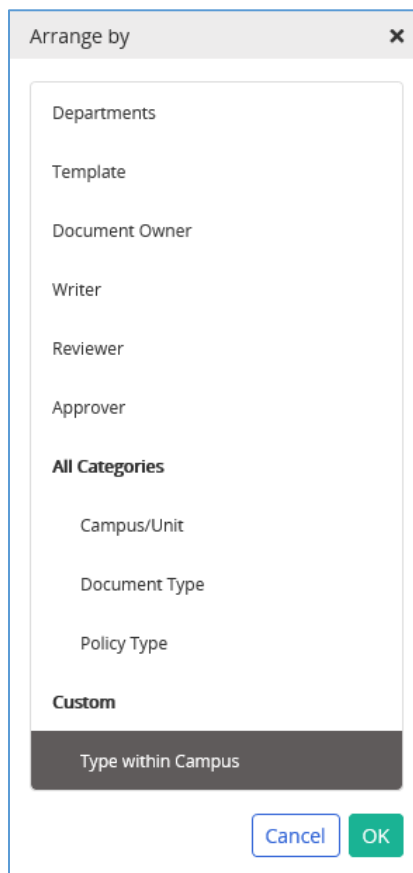
Unless specified, these screenshots are from the PolicyTech public view:

<https://universitytennessee.policytech.com/?public=true&siteid=1>

There are several ways to arrange / view documents in PolicyTech. The default is a custom arrangement "Type within Campus". Click the down arrow next to Type within Campus to change view.



Documents can be arranged / viewed a number of other ways (for example, by Departments, Document Owner, Approver, Document Type, or by Policy Type).



Type within Campus organizes policies and procedures by policy type within campus. Here is an expanded view showing all campuses / all policy types:

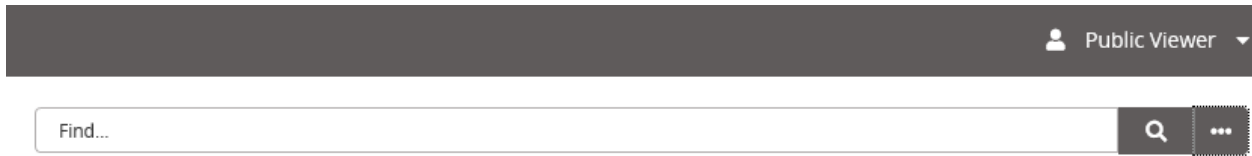
BROWSE

Site	Status
UT	Published

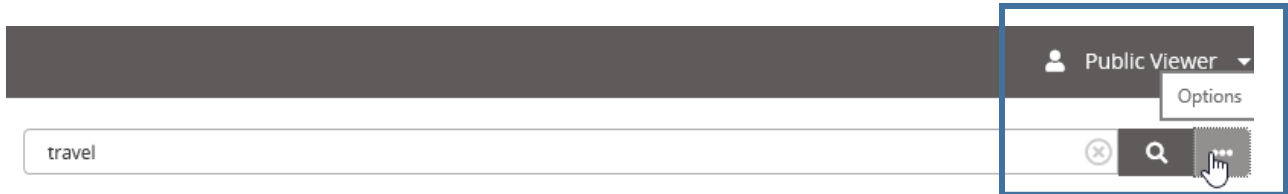
Type within Campus ▼

- *System-wide (239)
 - Board of Trustees (28)
 - Fiscal (73)
 - General (1)
 - Human Resources (60)
 - Information Technology (18)
 - Research (2)
 - Safety (16)
- UT - Chattanooga (16)
 - Information Technology (16)
- UT - Knoxville (106)
 - Fiscal (22)
 - Information Technology (7)
 - Operations (20)
 - Safety (57)
- UT - Martin (34)
 - Board of Trustees (3)
 - Fiscal (2)
 - Human Resources (1)
 - Information Technology (17)
 - Safety (8)
- UT - System Administration (10)
 - Information Technology (10)

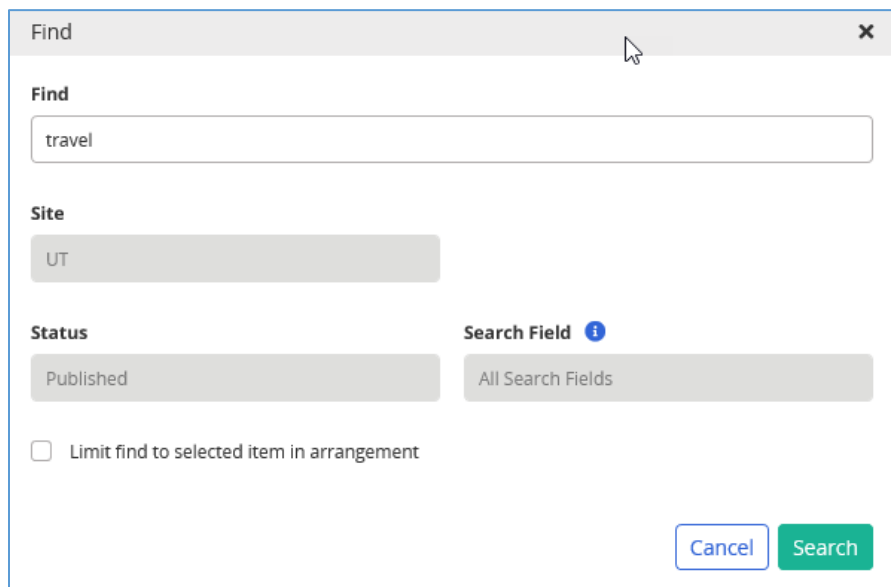
Search box: Enter text into the search box to search text across all documents:



You can also click the ellipses (...) and change options:

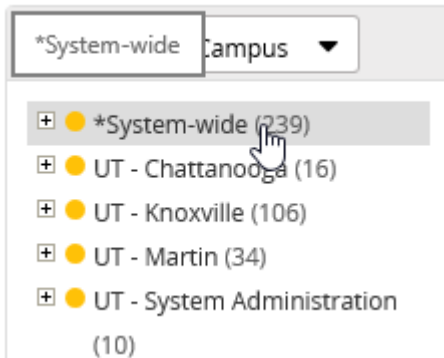


When you click the ellipses you get a popup box:

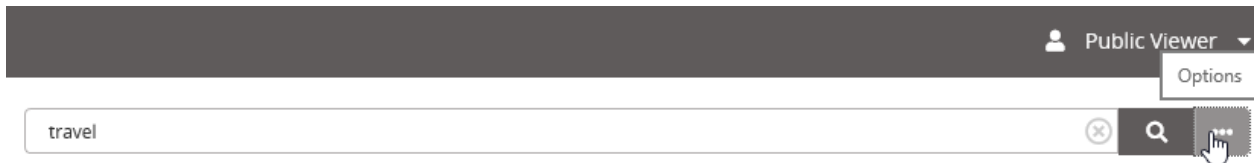


Public users will need to check the option each time as they cannot save their choice.

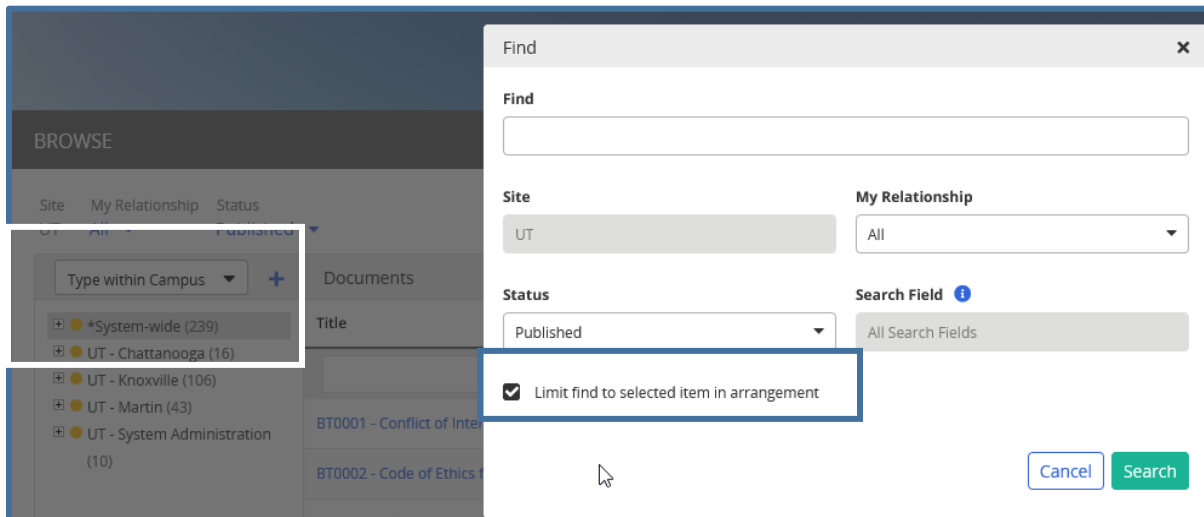
- 1) Highlight policies (in this case *System-wide)



- 2) Enter search value (travel in this example). Click ellipses / options to get pop up box:



- 3) Check the “Limit find to selected item in arrangement” to search only the system-wide documents.



NOTE: Licensed users can set this option to Yes or No as their default:

Judy Ratliff

DEFAULT DISPLAY OPTIONS

Default View ⓘ

Site Default (Documents - Browse) ▼

Filter by Language

Site Default (No) ▼

Default Search/Find Field ⓘ

All of the above ▼

Limit find to selected item in arrangement

Yes ▼

Save