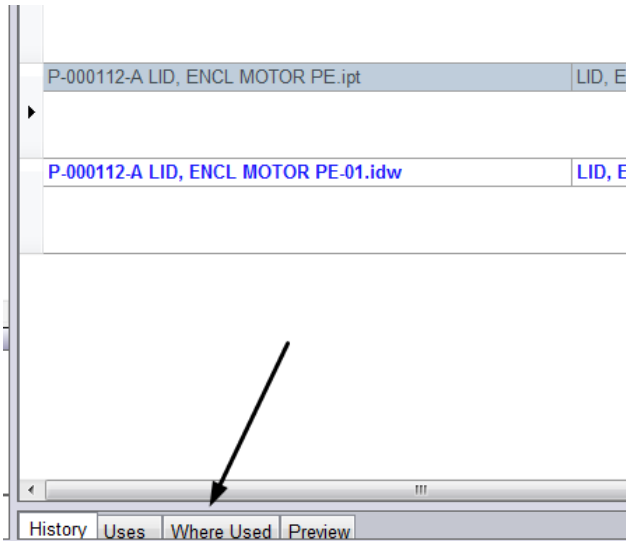


Vault Tips
Elise Moss

1.

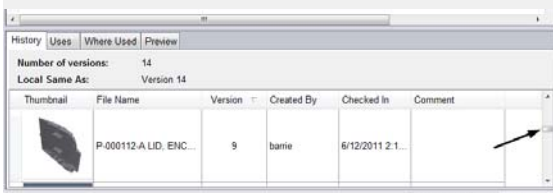


Locate the file you want in the Vault.

There is an invisible drag bar at the bottom of the screen.

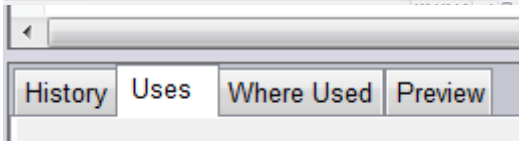
Drag it up.

2.



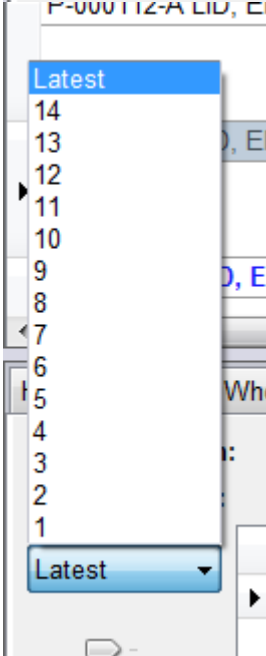
Use the scroll bar on the right to scroll through the History to locate the file version you want.

3.



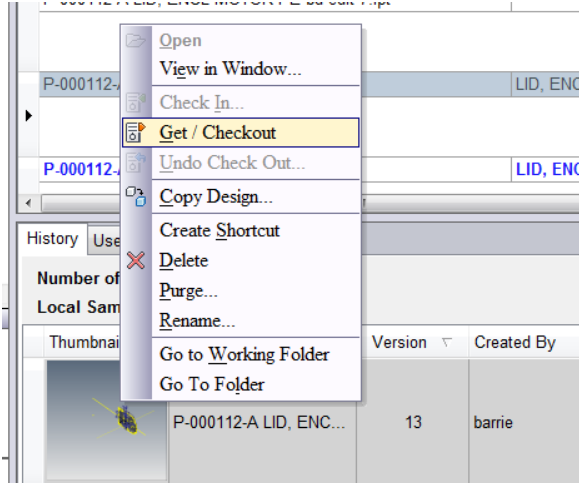
Select the Uses tab.

4.



You can select a specific revision.

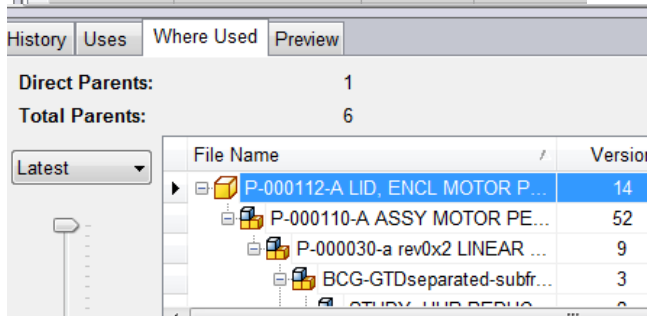
5.



Highlight the version of the file you want.

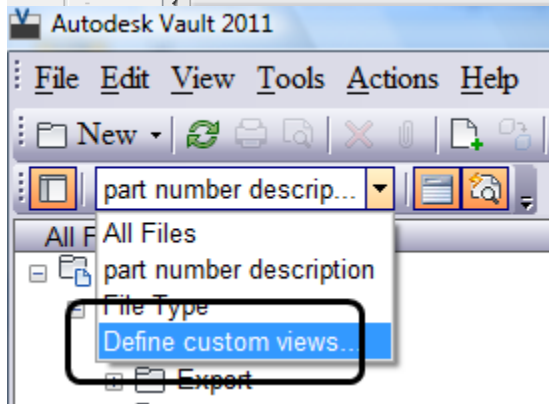
Right click and select Get/Checkout.

6.



The Where Used tab allows you to see where the file is used.

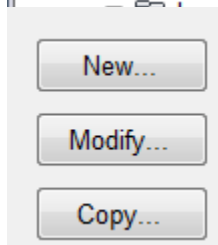
7.



To create a custom view of the vault:

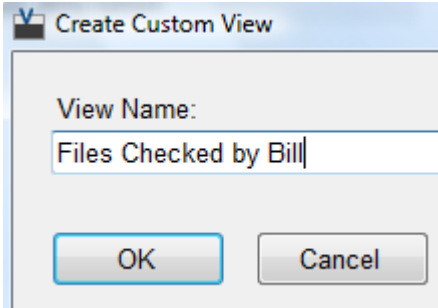
Go to **Define custom views**.

8.



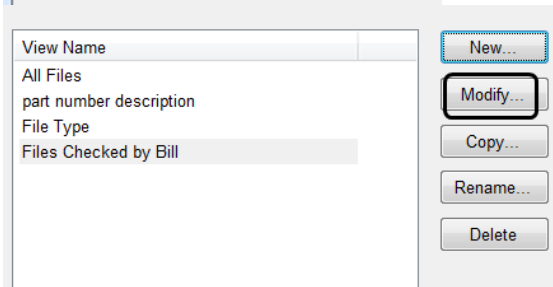
Select **New**.

9. Give the display a name.



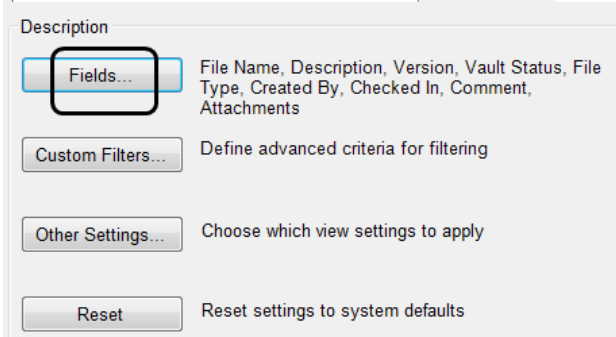
Press **OK**.

10. Highlight the new name.



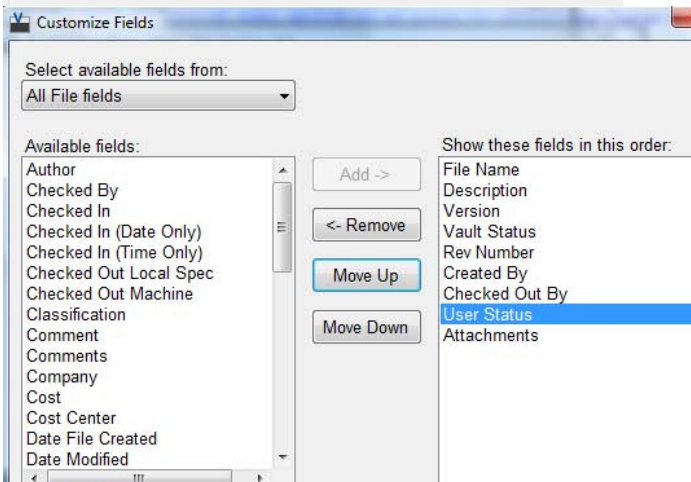
Press **Modify** to set the filters.

11. Select the **Fields** button.



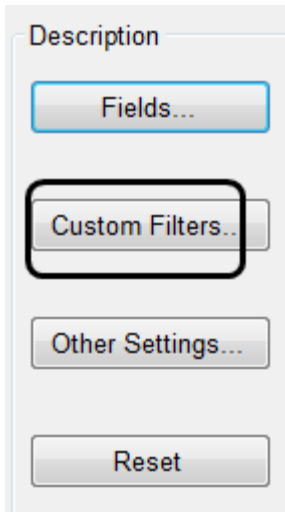
These are the column headers that appear in the Vault display pane.

12. Select the fields and organize them as you want them to display.

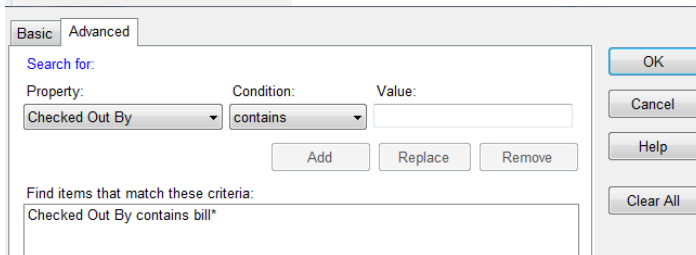


Press **OK**.

13. Select **Custom Filters**.



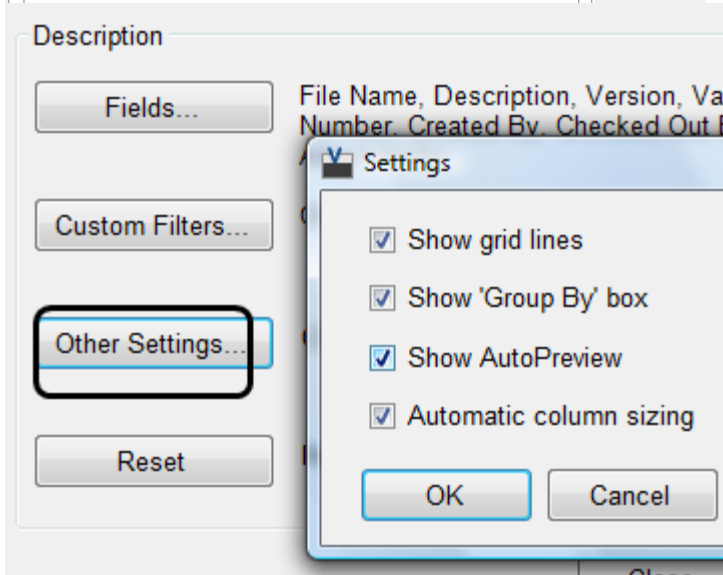
14. Select the Property to use as a filter.



Select the Property to use as a filter.

Select the Condition.
Type in a value.
Press **Add**.
Press **OK**.

15. Select **Other Settings**.



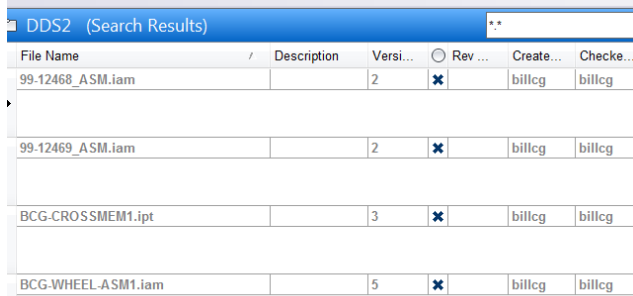
Select **Other Settings**.

Enable all the options.

Press **OK**.

16. Press Close.

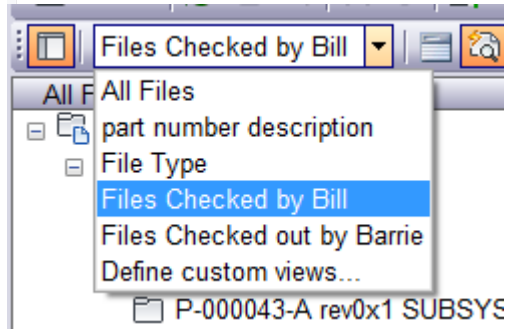
17.



File Name	Description	Versi...	Rev ...	Create...	Checke...
99-12468_ASM.iam		2	✘	billcg	billcg
99-12469_ASM.iam		2	✘	billcg	billcg
BCG-CROSSMEM1.ipt		3	✘	billcg	billcg
BCG-WHEEL-ASM1.iam		5	✘	billcg	billcg

The view updates showing all the files that meet the filter.

18.



You can create as many different custom views as you like to help with searching.