If you have access to other modules within SIMS, you will not automatically be directed to the Archived Projects module. If that is the case, choose Archived Projects from the menu at the top left of the screen.

Click here:

Choose the Archived Projects module.

Searching for Documents

To search for documents, open the Filter pane on the left hand side of the screen.
In this pane, you can add filters on any available field. The default filters are listed below.

While you are limited to 5 filters at one time, you can change the filters. Click on the small down arrow next to the field name and a list of all available filters will show.
Description of available fields:

- File Type: Type in the file type you are looking for. For example, pdf, dwg, rvt, etc.
- Building/Asset: If you know the building or asset number that the drawing is associated with, enter that here. If you only know the name, choose the Building or Asset Name fields (noted below)
- Project Number: OSU Project Numbers
- Sheet Name: Sheet name as noted on the sheet
- Sheet Number: Sheet number as noted on the sheet
- Asset Name: If you do not know the asset number (asset numbers are for non-building locations), begin typing the name here. You can use % as a wild card if you only know a portion of the asset name.
- Building: If you do not know the building number, begin typing the name here. You can use the % as a wild card if you only know a portion of the building name.
- Campus: A drop down of available campuses will show to use this as a filter.
- Closed Date: The date the project was considered closed.
- Discipline: A drop down of available disciplines will show to use this as a filter.
- Project Name: If you do not know the project number, begin typing the name here. You can use % as a wild card if you only know a portion of the project name.
- Project Stage: A drop down of available stages will show to use this as a filter.
- Sheet Size: A drop down of available sheet sizes will show to use this as a filter.
- Also Known As: Other names the building is/was known as.

For most fields, once you have typed 4 characters, it will provide you a list of matching values to select.

Once you have entered your filter(s), click apply and only the filtered results will be shown.

Below is an example of the results from a filter using Building, Project Number, and Sheet Name.
Using the Wild Card in Filters
As noted above, you can use the wild card to make it easier to find records. The wild card is the percent sign (%). There are three ways to use it.

- Use it before to only show values that end in those characters or numbers. Example: %truss
- Use it before and after to show any record that has those characters or numbers anywhere in the field. Example: %truss%
- Use it at the end to show any record that has those characters or numbers at the beginning of the field: Example: truss%

When using the wild card, the system will present you autocomplete options. You do not need to click on one. You can simply click on Apply to get the results in the screen shot above.

Finding Owner Plans
Owner Plans are OSU maintained floorplans and models of our buildings. To search for Owner Plans, enter the Building Number or Name in the appropriate fields, and “Owner Plan” in Project Number. See below for an example when searching on Building Name.
Below is an example when searching on Building/Asset (the Building Number field can also be used instead of Building/Asset).

### Sorting Records

Clicking on any column header will sort the records by that column. Clicking again on the same column will reverse the sort.

### Reviewing Individual Records

To view an individual record, double click on the record to open up the dialog box. Click on the magnifying glass to open a preview of the document. Scroll down to see more field.
Downloading Records

Use Ctrl/Shift keys to select all records you would like to download. You can also use Ctrl-A to select all records shown.

Once selected, click on the download button. This will package up selected files and download as a zip file.

If a list of the files downloaded is desired, click on Export List under the 3 dots button.

This will export an Excel spreadsheet of all records shown on the grid, not just the ones selected. It will download all the columns shown in the grid.
Adding and Moving Columns to the Grid

If you want to see additional information about the record in the grid (all fields are available in the dialog box), you can add columns to the grid. To do this, first hover over the column and click on the down arrow that appears. Then click on Columns.

A list of available columns will then be available for selection. Click on the checkbox to add to your grid or uncheck to remove from the grid.

To move columns on the grid, simple click on the column header and drag to the desired location on the grid.
Saving Grid View

If you have developed a new grid view using the steps above and want to save it, first open the filter pane as noted above. Then click on the gear under Current View.

In the dialog box that appears type in a name for your grid. If you leave Default View checked, this view will automatically open when you log in to SIMS in the future.

You can get back to the original view by selecting the new name under Current View.

You can develop and save any number of views.

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