

## I2I USER GUIDE 003 – “HOW TO QUICK SEARCH USING I2I”

The i2i Platform has a simple and intuitive Quick Search function that will help you find what you need quickly. The two step process is:

1. Conduct your search using the quick search bar on the home page
2. Select a document from the results list

To see how to use quick search, view a quick video [here](#).

### 2.1 Using the Quick Search bar

1. Locate the quick search bar at the top of the page. This works like a Google® search. This intuitive search function allows you to quickly and easily search 340 publishers and over 1 million standards.
2. Enter your search text and select ‘Search’.

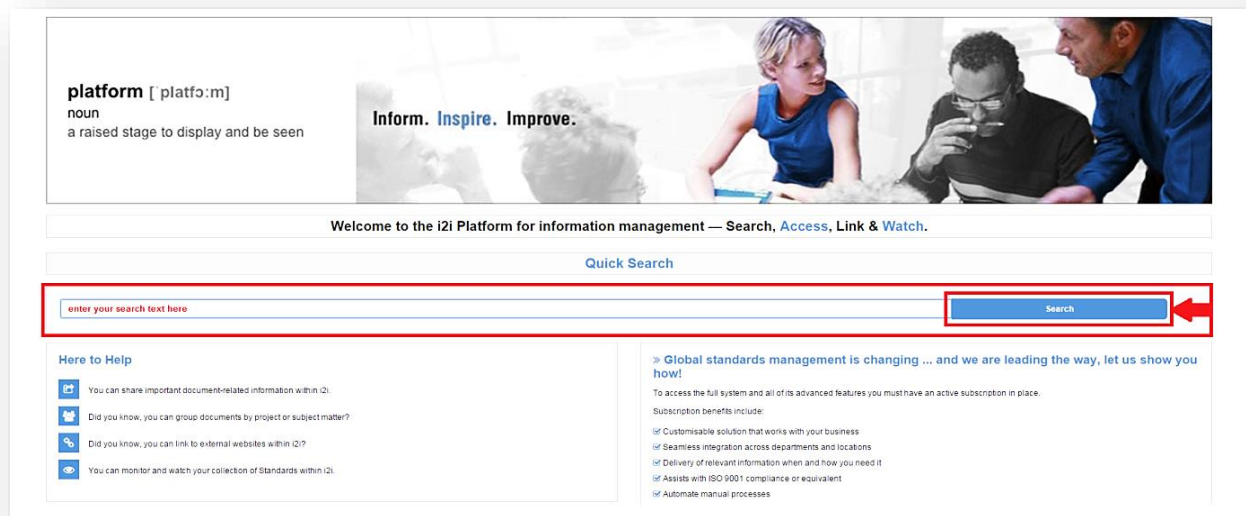
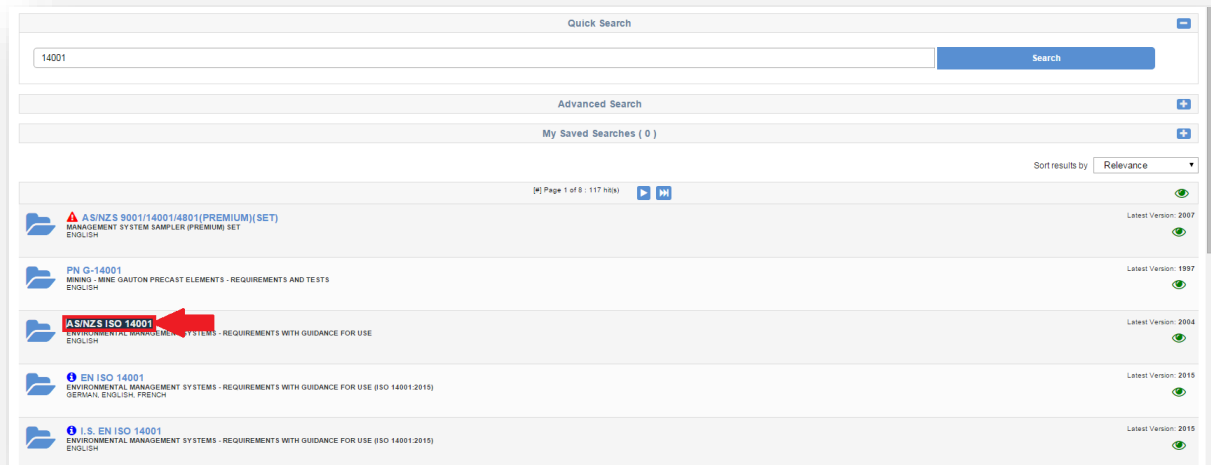


Figure 1. Quick Search bar

## 2.2 Select your document

Your search results will display below the quick search bar.

Simply select the document you want from the list.



**Figure 2. Select document**

You will be directed to the document. To learn how to get the most out of your standards, look at User Guide 008 and 009 to learn about document tags and comments.

### Handy Hints:

- The best way to search for a specific product is to search by its designator. This is the unique number given to the standard by its publisher. If you do not know the designator for the standard you need, use a key word search.
- You will always be able to link back to the Quick Search bar anywhere in i2i using the navigation bar on the left hand side of the screen