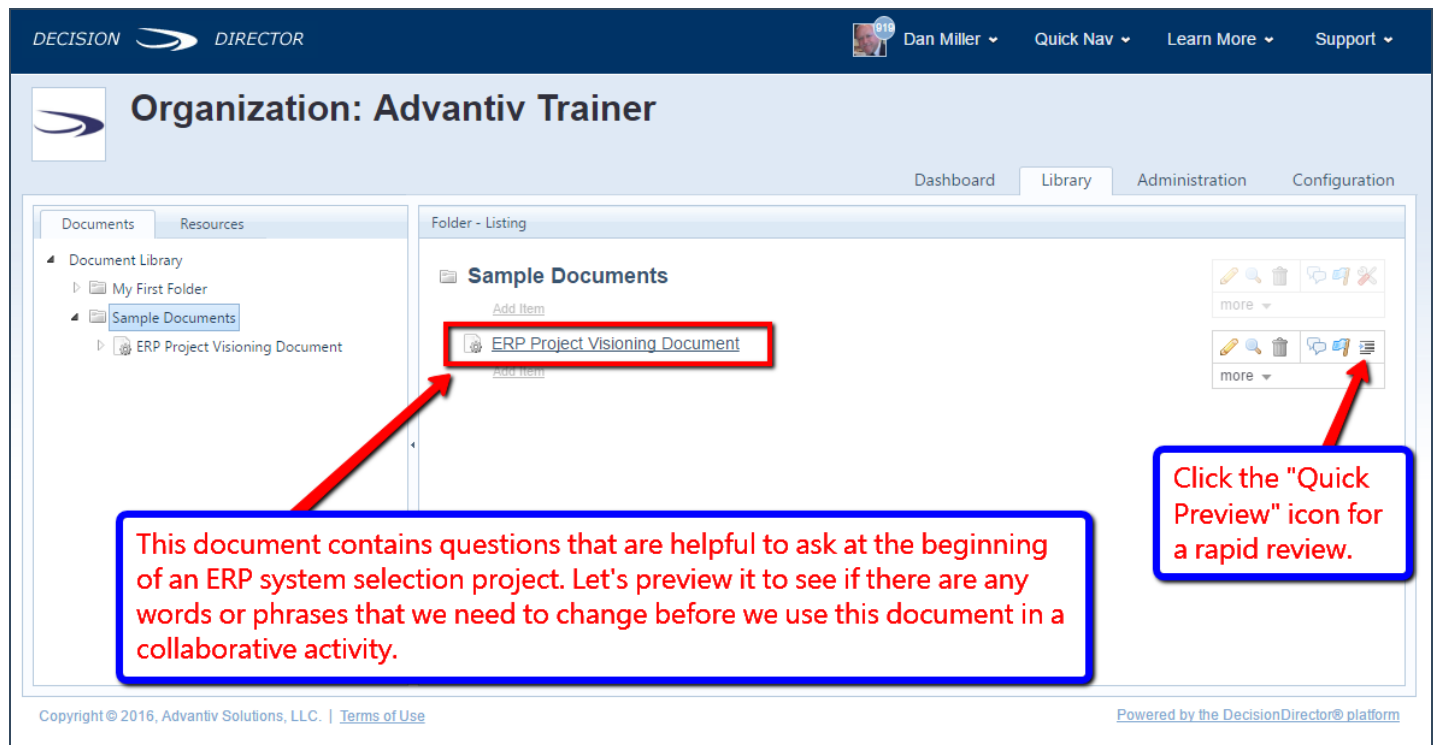


Content Editor Search and Replace

Last Modified on 08/08/2016 11:35 pm MST

The DecisionDirector Content Editor has Search and Search and Replace tools that make finding and replacing text powerful, fast, and easy. In this tutorial, we will go through a typical Search and Replace scenario.

NOTE: The Search and Replace function will only replace text within documents whose **status** is set to "In Progress".



The screenshot displays the DecisionDirector Content Editor interface. At the top, the header includes the 'DECISION DIRECTOR' logo, a user profile for 'Dan Miller', and navigation links for 'Quick Nav', 'Learn More', and 'Support'. Below the header, the page title is 'Organization: Advantiv Trainer'. The main content area is divided into a left sidebar and a main panel. The sidebar shows a 'Document Library' with folders like 'My First Folder' and 'Sample Documents', and a document 'ERP Project Visioning Document'. The main panel shows a 'Folder - Listing' for 'Sample Documents' with a document 'ERP Project Visioning Document' highlighted. A red box highlights the document name, and a red arrow points to it from a text box. Another red arrow points to a 'Quick Preview' icon in the document's action menu, with a text box explaining its function. The footer contains copyright information and a note about the platform.

DECISION DIRECTOR Dan Miller Quick Nav Learn More Support

Organization: Advantiv Trainer

Dashboard Library Administration Configuration

Documents Resources

Document Library

- My First Folder
- Sample Documents
 - ERP Project Visioning Document

Folder - Listing

Sample Documents

Add Item

ERP Project Visioning Document

Add Item

more

more

Click the "Quick Preview" icon for a rapid review.

This document contains questions that are helpful to ask at the beginning of an ERP system selection project. Let's preview it to see if there are any words or phrases that we need to change before we use this document in a collaborative activity.

Copyright © 2016, Advantiv Solutions, LLC. | [Terms of Use](#) Powered by the DecisionDirector® platform

Organization: Advantiv Trainer

If this were a project for a College, then we'd need to replace "University" with "College" and "Statewide" with "College", too.

1 - Statewide System Vision

1.1 - Overall Vision

- 1 - What is your definition of a modern integrated "ERP" system? In general, what would such a system allow us to do? (We'll have an opportunity to get into specific reasons and benefits in the next sections of this discussion.)
- 2 - What are the most significant issues that a successful ERP system would solve for the University? Where is the need most critical?
- 3 - What opportunities might a new ERP system create for the University?
- 4 - In what ways has the University community (employees, taxpayers, partners and leaders) voiced its support for a new ERP system?
- 5 - How might a new ERP impact the University's image?
- 6 - When all is said and done, what would you like to be able to say about the University's decision to proceed with a new ERP?

1.2 - Project Concerns / Supporting Technology

- 1 - What are the most critical technical issues that must be addressed as the University embarks on its ERP initiative?
- 2 - What value would a *portal* (either internal or public) provide to the University? Please share links to exemplary portals or case studies, if available.
- 3 - As you think about this project, what are your areas of greatest concern? What can we do to address those concerns?

Organization: Advantiv Trainer

Folder - Listing

Sample Documents

Add Item

ERP Project Visioning Document

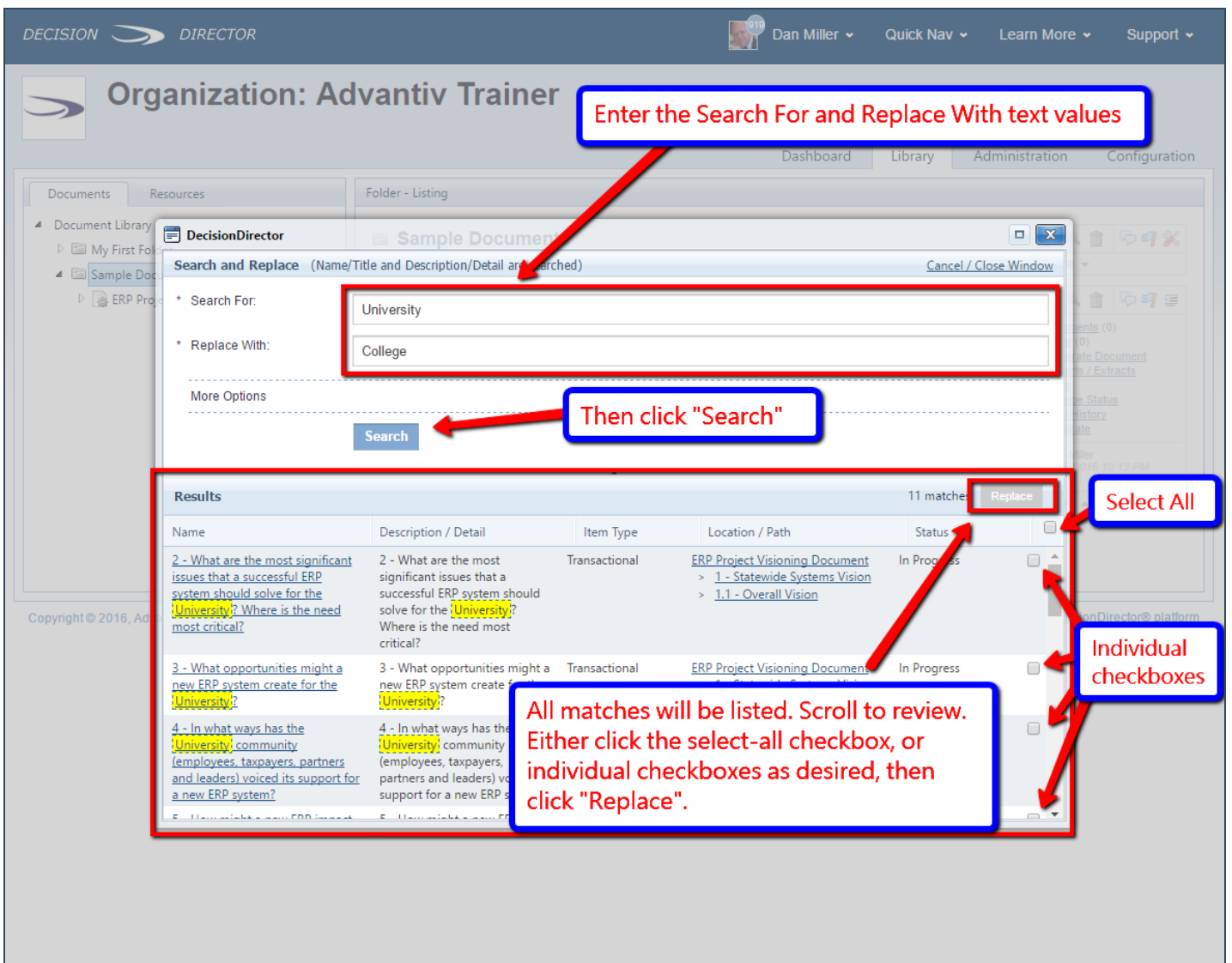
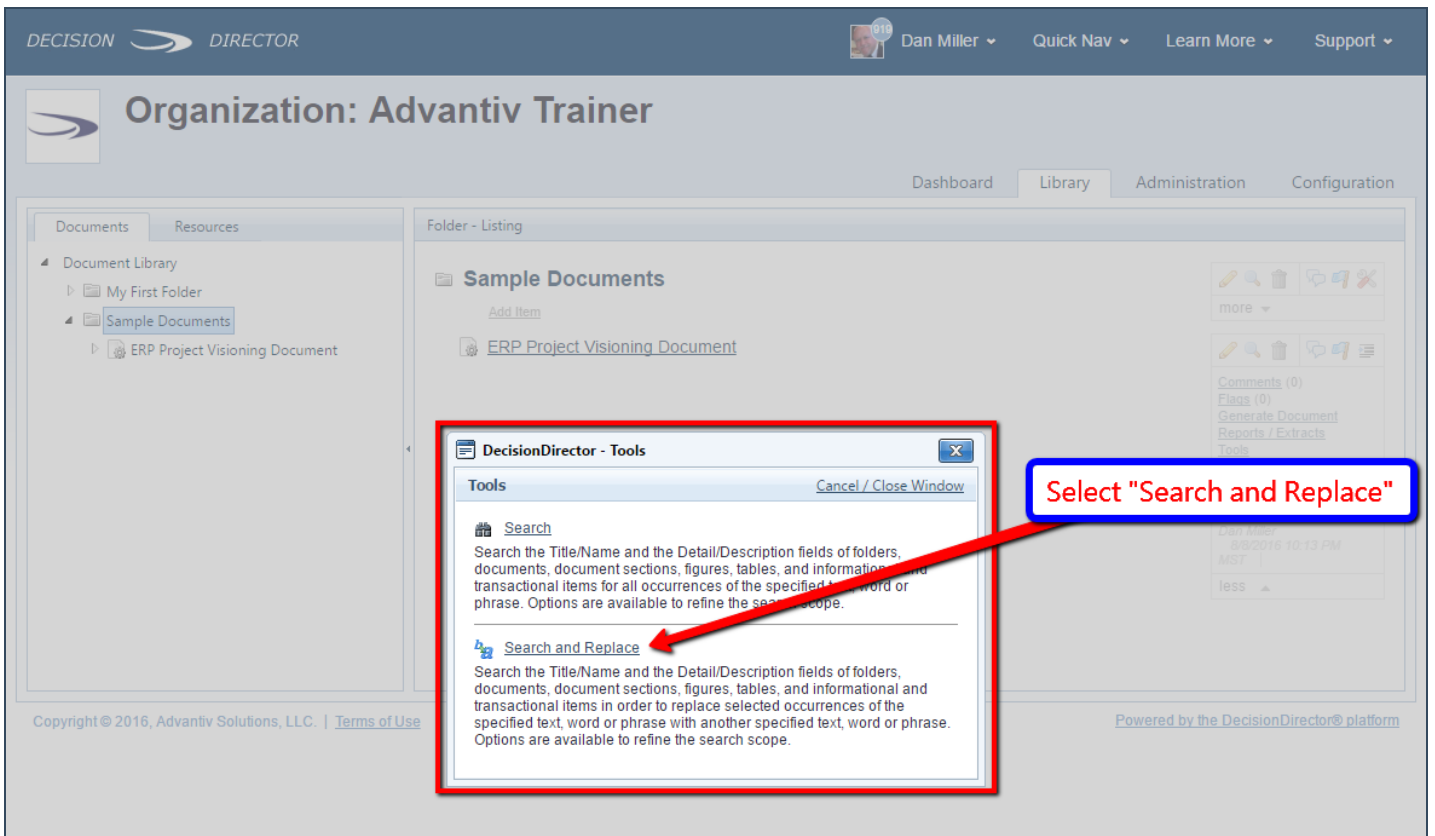
more

Comments (0)
Flags (0)
Generate Document
Reports / Extracts
Tools
Change Status
View History
Duplicate

Dan Miller
8/3/2016 10:13 PM
MST

less

Click the "more" link on the ERP Project Visioning Document's Item Control Panel. This will reveal numerous functions.
Click "Tools".



Helpful Hint: You can use Search and Replace on a folder and have all of the documents within the

folder be subject to the search and replacement. Simply access the Item Control Panel on a folder, select Tools, and go through the same steps as illustrated above.
