Content Editor Search and Replace

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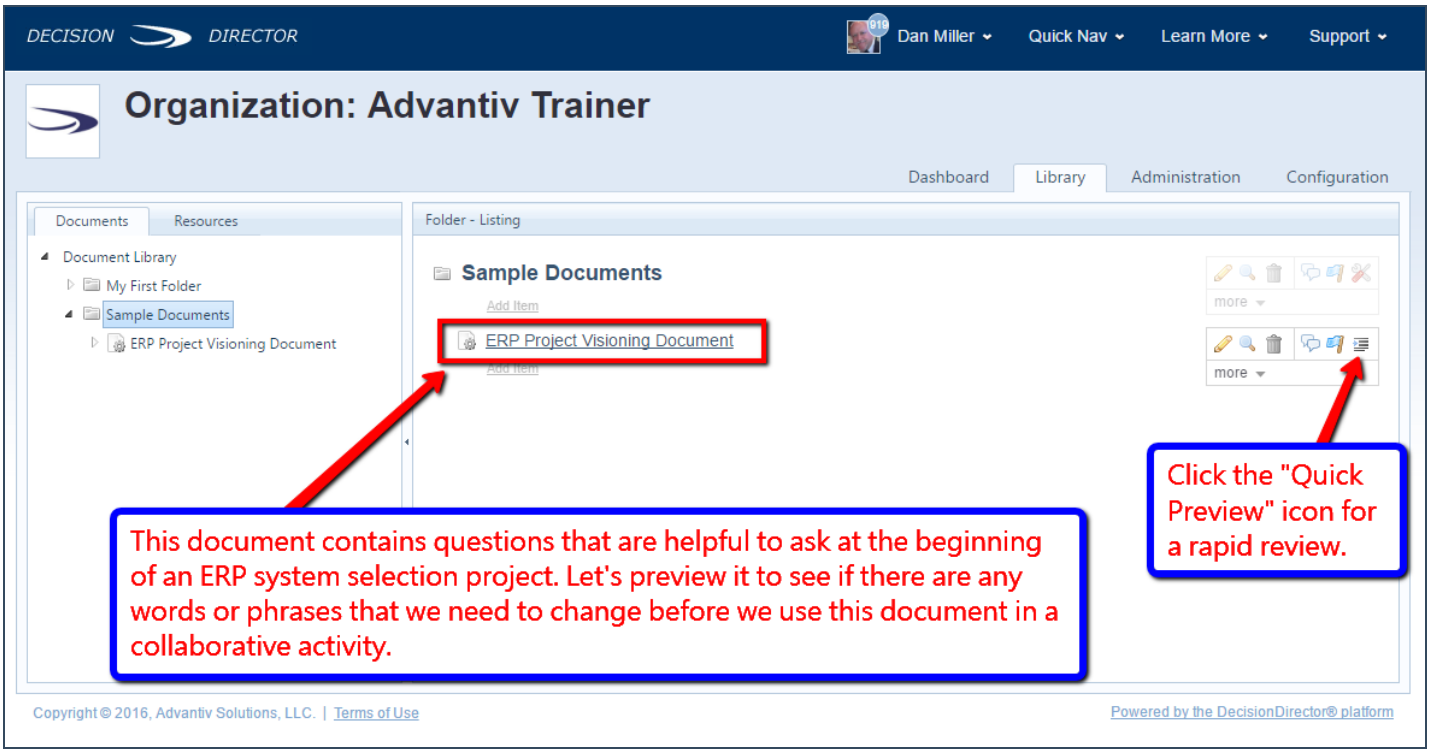
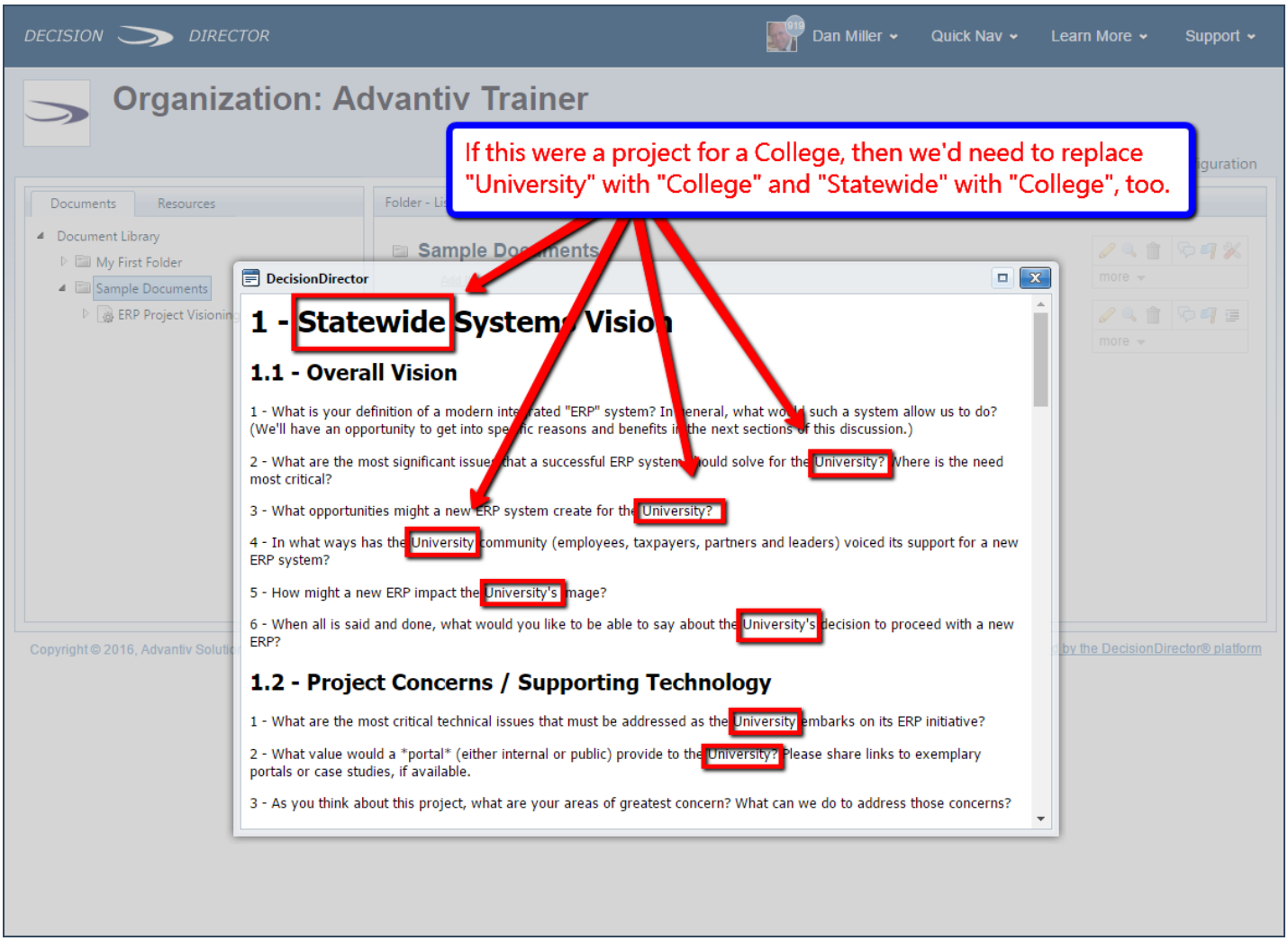
The DecisionDirector Content Editor has Search and Search and Replace tools that make finding and replacing text powerful, fast, and easy. In this tutorial, we will go through a typical Search and Replace scenario.

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

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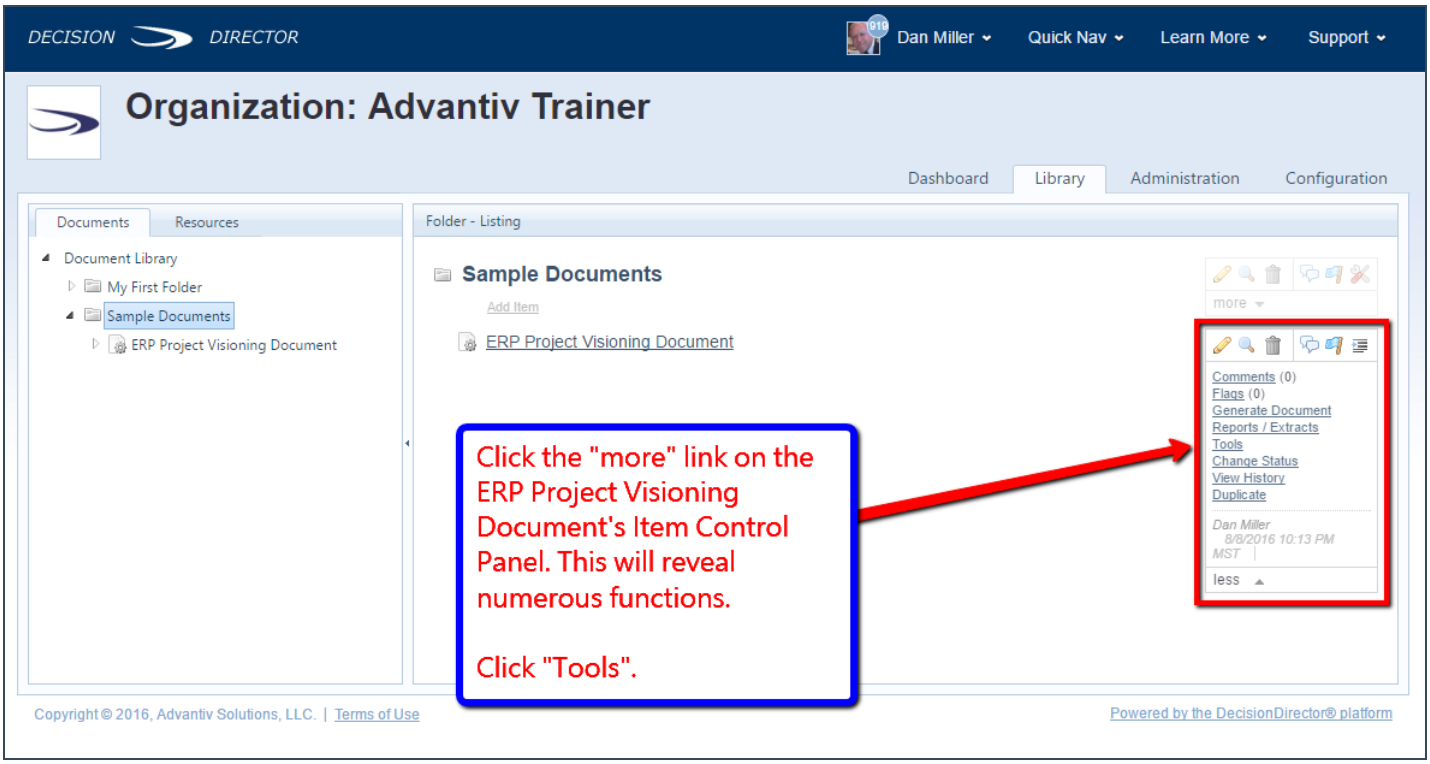
If this were a project for a College, then we'd need to replace "University" with "College" and "Statewide" with "College", too.
Documents
Resources
Document Library
My First Folder
Sample Documents
ERP Project Visioning
DecisionDirector
1 - Statewide System Vision
1.1 - Overall Vision
1 - What is your 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?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My First Folder
Sample Documents
ERP Project Visioning Document
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
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less
Click the "more" link on the ERP Project Visioning Document's Item Control Panel. This will reveal numerous functions.
Click "Tools".
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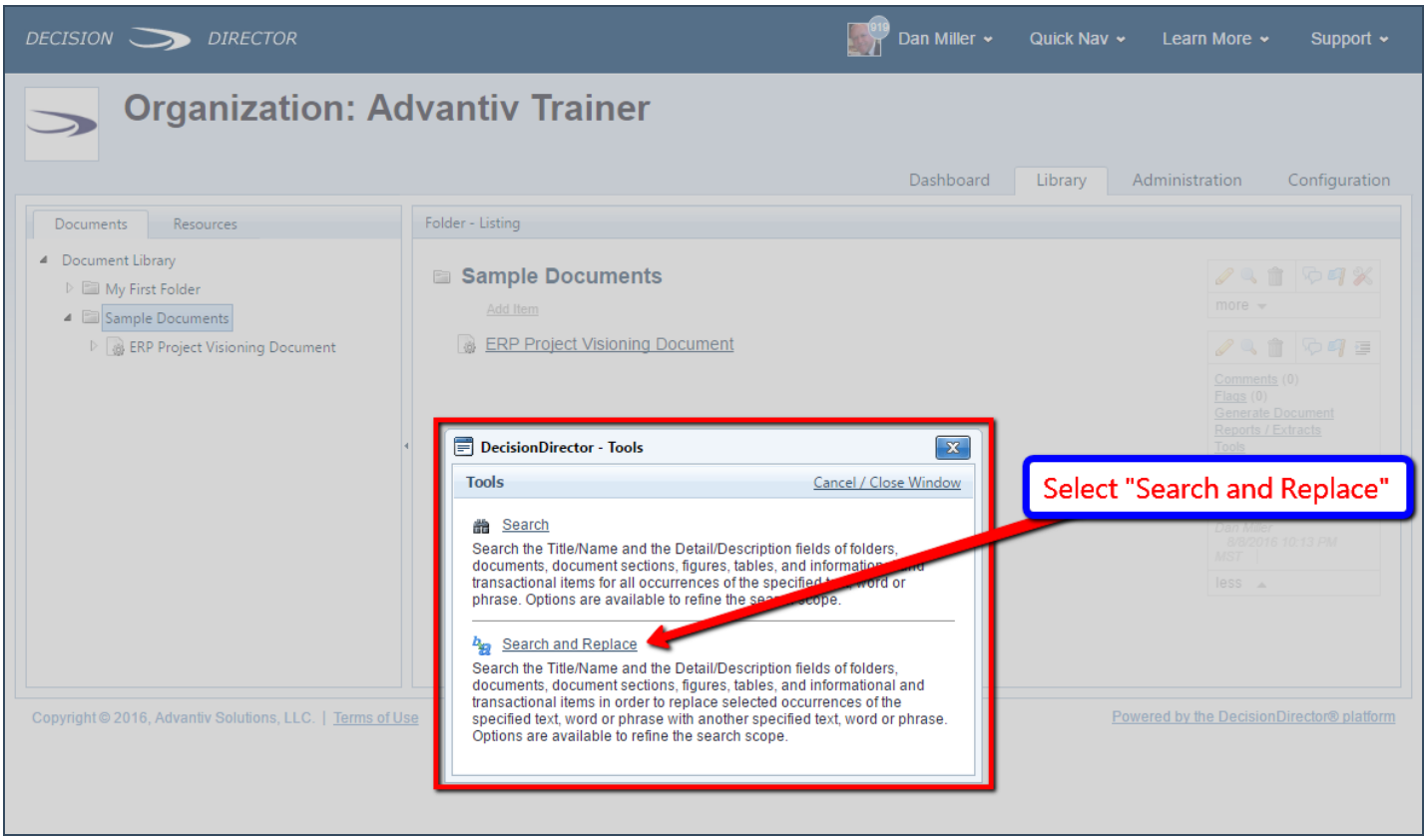

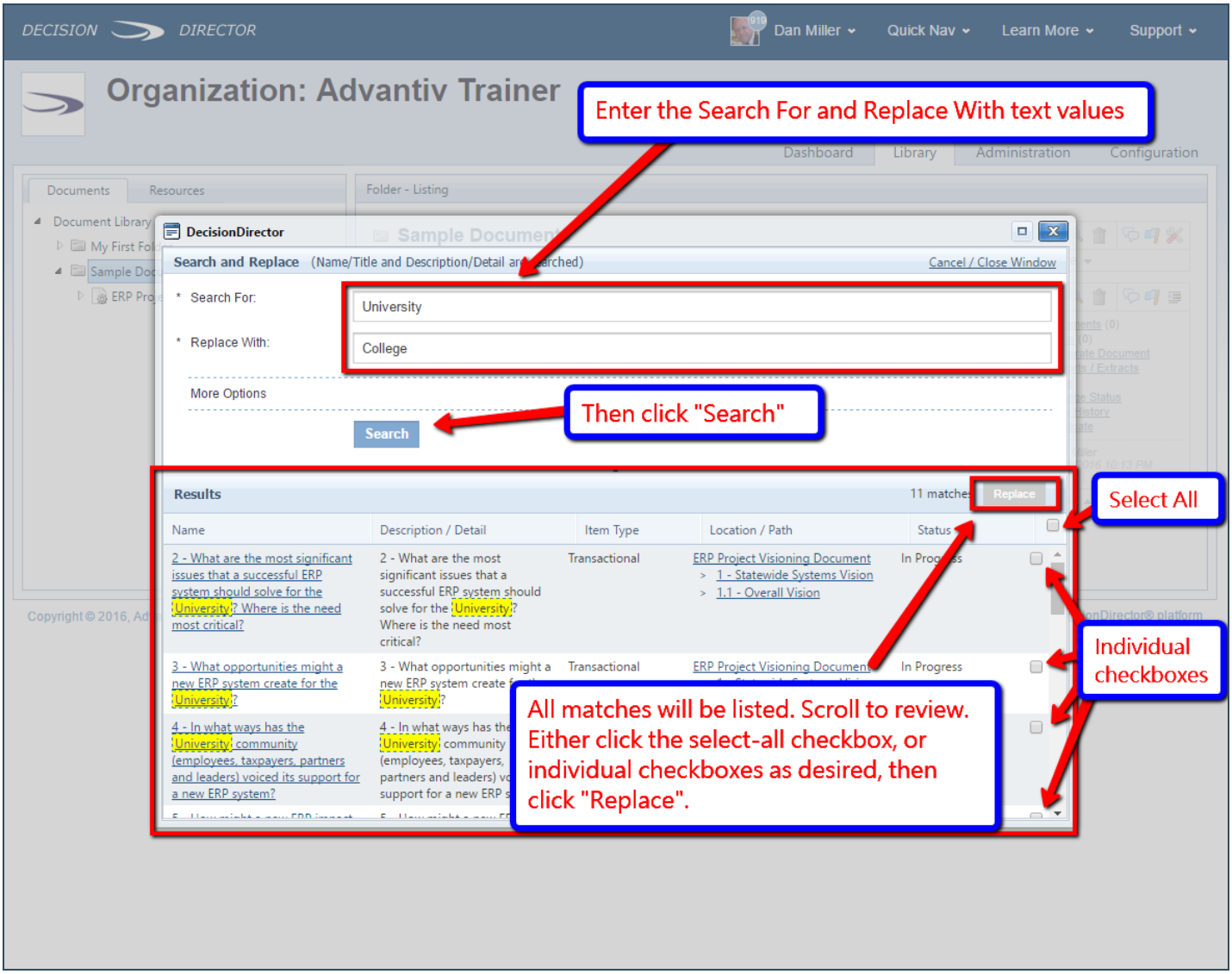

Helpful Hint: You can use Search and Replace on a folder and have all of the documents within the

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.