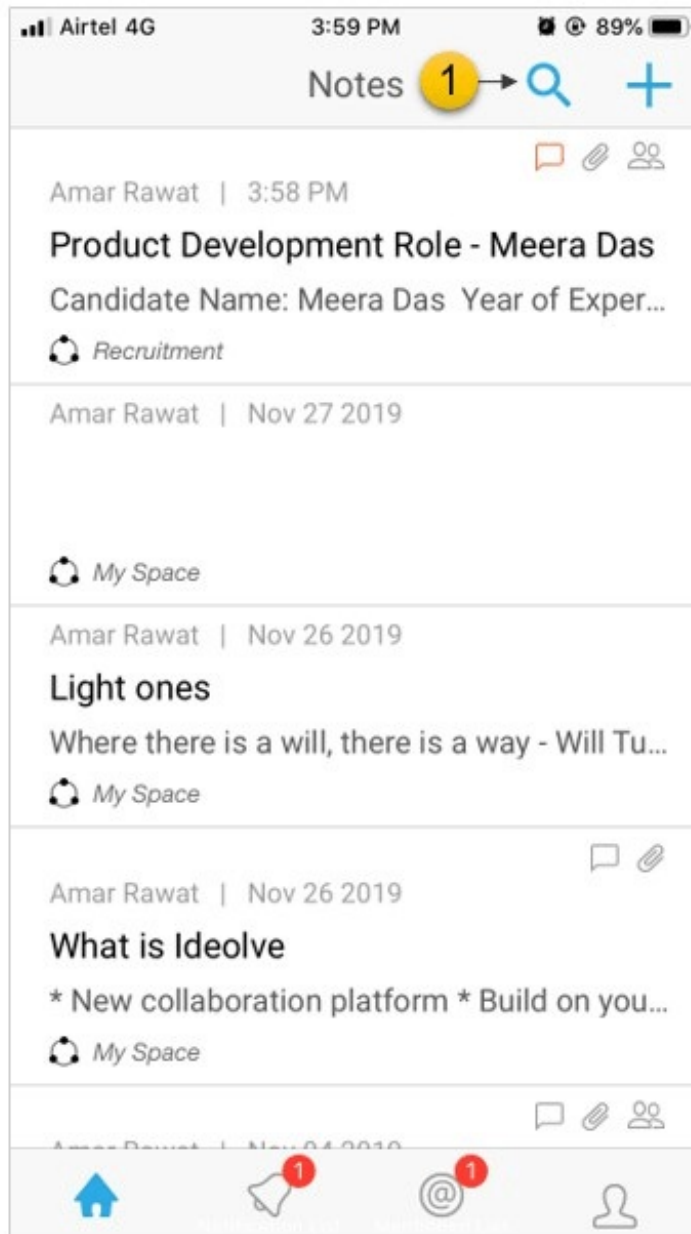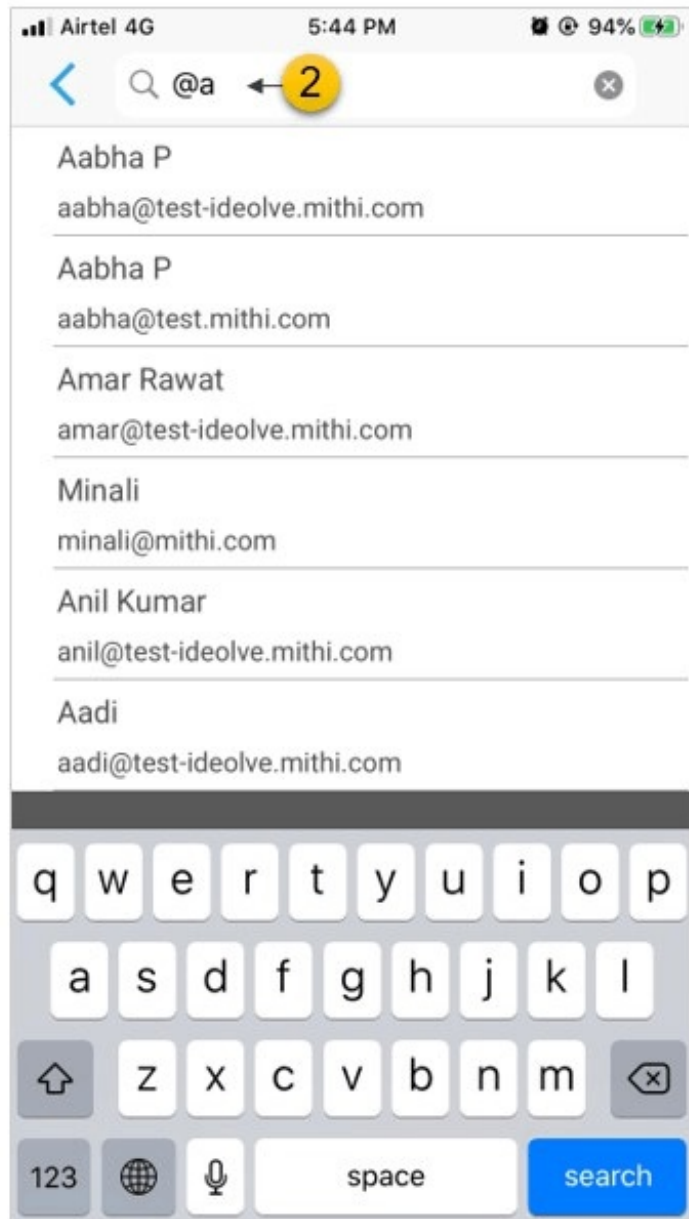# Search across notes

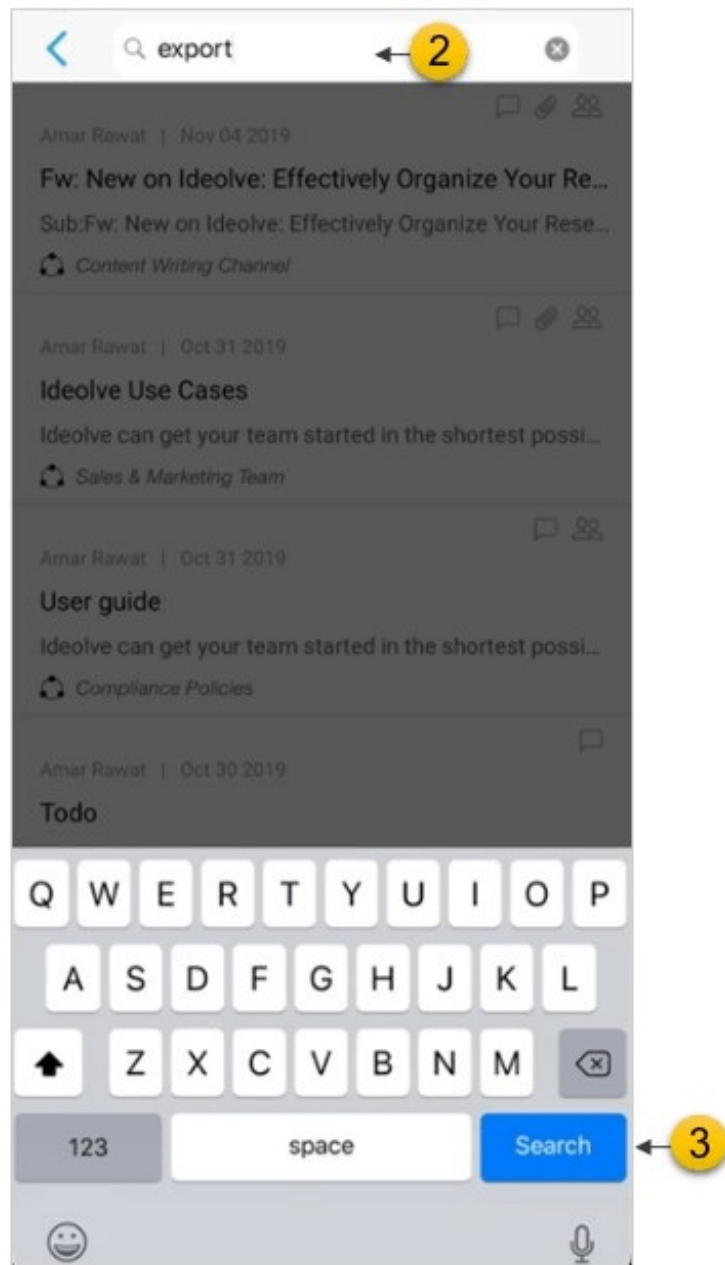1. Tap on the **Search** icon to open the Search Box.

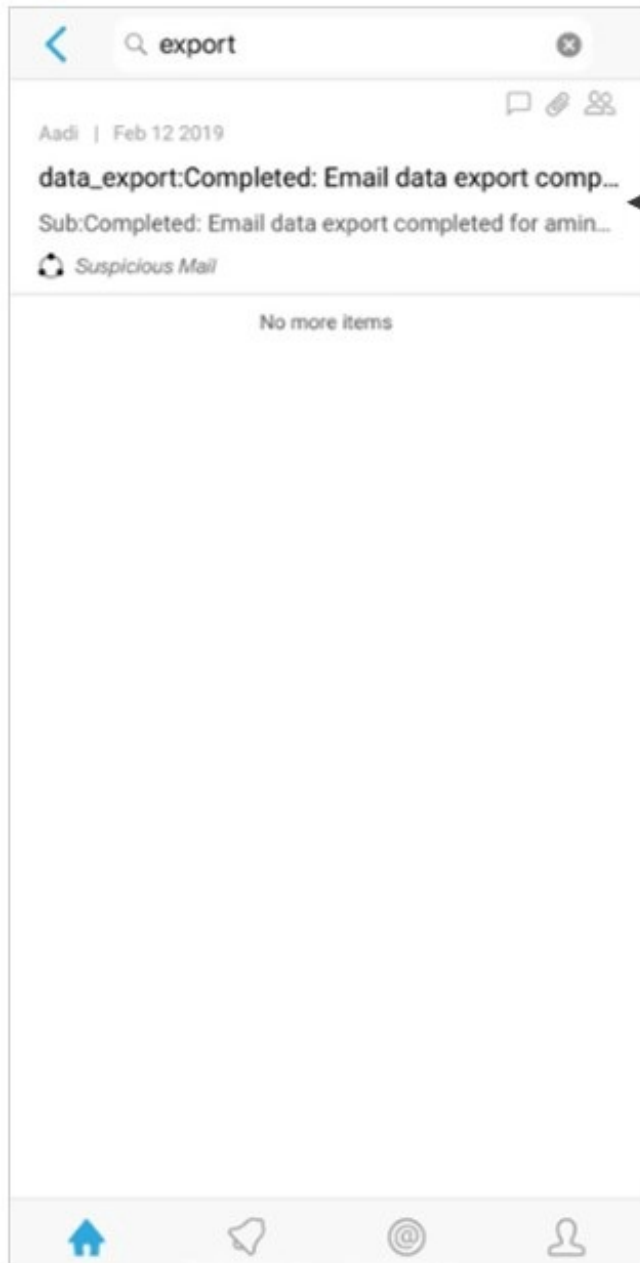2. Enter your search criteria here:
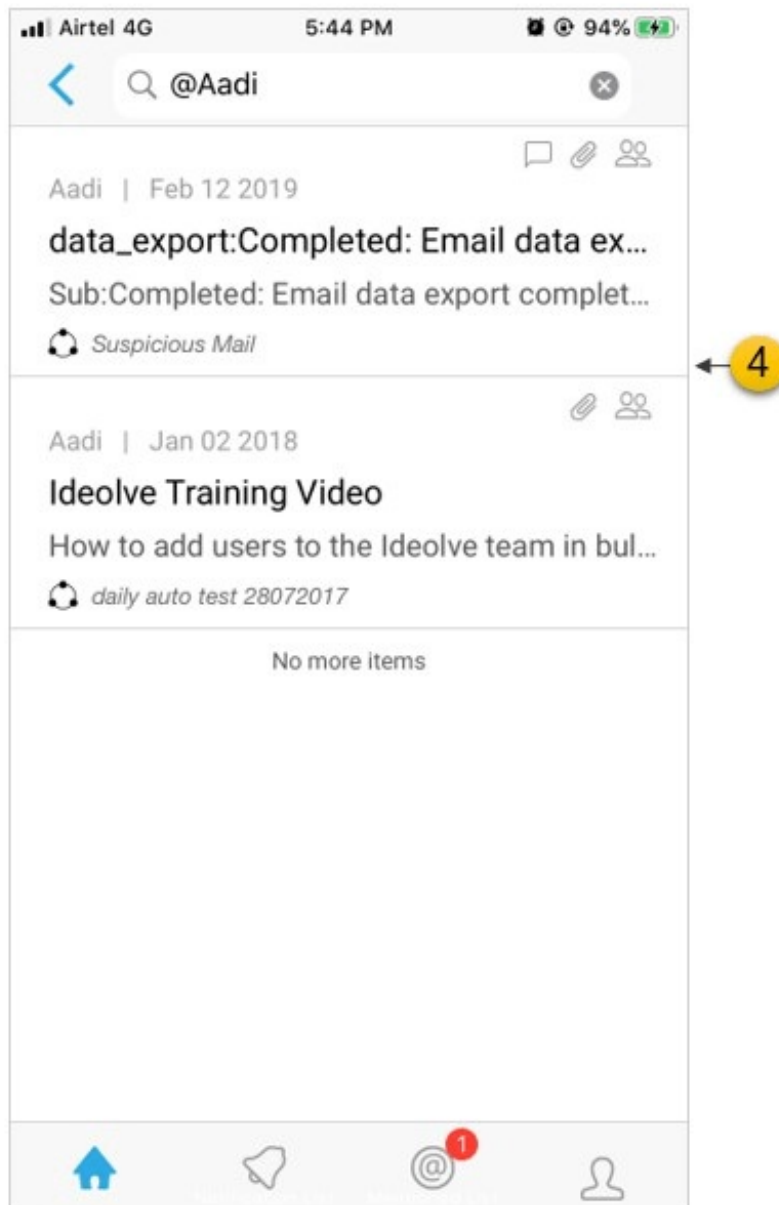   1. To search for notes authored by someone, type @ followed by the user name

2. To search for keywords, enter the **keywords**

3. Tap on the **search** icon on the keyboard to fire the search.

4. The application will first look for notes on the device. If no notes are found which match the search criteria and your device is online, then the application will search on the server and pull the search results onto the device.

Q export ⊗

Aadi | Feb 12 2019

data_export:Completed: Email data export comp...

Sub:Completed: Email data export completed for amin...

↻ *Suspicious Mail*

← 4

No more items

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5. Search results will be sorted by date, where the latest notes satisfying the search criteria are on top.