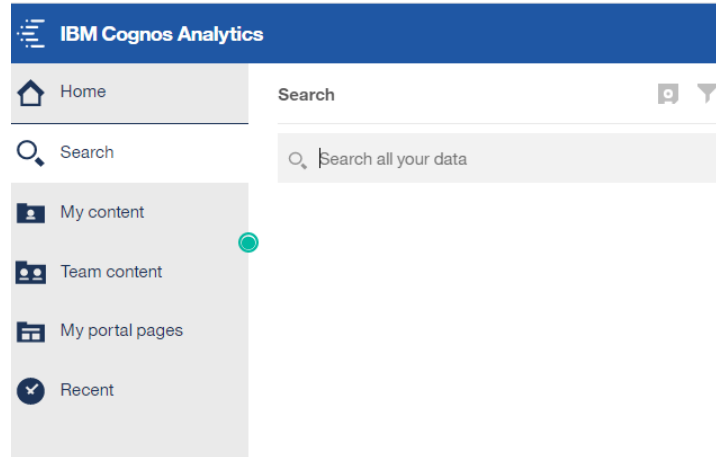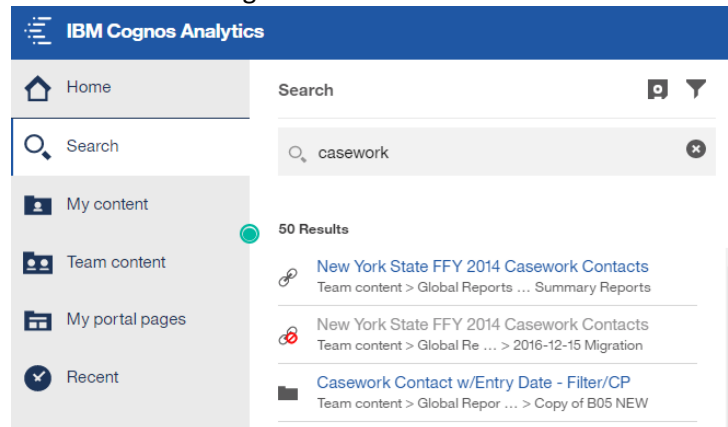# OCFS Data Warehouse Search Functionality

You can find reports, documentation, folders and packages by opening your My content or Team content folders or by checking your Recent list in OCFS Data Warehouse. Often to do this, you know where it might be located. **Search** is a quick, easy way to find them if you are not sure of exactly where it is located.

Click on the search button below. Then enter the keyword in the box that will be shown. Then tap the **Enter** key[i].

Narrow Searches: Assume you entered "casework" in the box and it returns multiple items as you see below, you can narrow down the list using filter icon:

Save Searches: After you search and the results are listed, you can save your search by clicking on . The save option is only available after you search.

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[i] Search doesn't return results for archived content, but you can access archived content from a report that's listed in one of your folders.