

Smart Saved Search Organization

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UNIFI's Saved Search feature is one tool you and your team could use to find content quickly. When [setting up Saved Searches](#), you want to organize your saved content so that you aren't jumping all over the place; instead, everything you need for a particular task is in the same place.

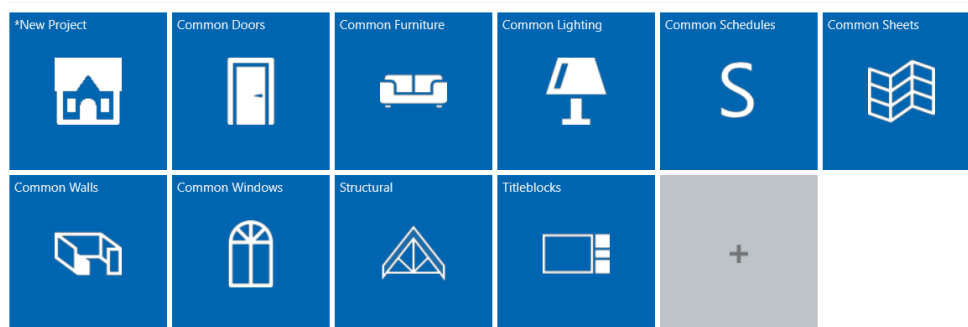
What items would be convenient for you to have grouped in one place?

Here are some examples:

Project Kickoff

These kinds of saved searches can house the Revit Template and commonly used items that normally would be stored in the Template file (for example, walls, doors, and windows that are company-standard). This allows you to multi-select and batch insert exactly what's needed and nothing more. Once Revit has been opened, when you select the image icon or **Click to Insert**, the template file will create a new Revit project.

▲ *Project Kickoff (10)



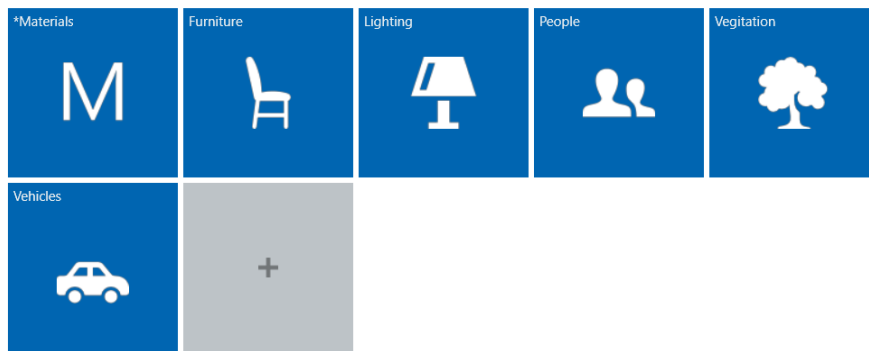
Application-Specific

You could also create a saved search that is specific to a particular application (such as Dynamo). For example, you could have one saved search for custom packages and one for Dynamo-version-specific packages. You could also have saved searches for Alpha, Beta, and General Population scripts (if you are interested in more strategies for managing Dynamo content, you might want to check out our 15 Minutes to BIM Episode on [managing your Dynamo graphs](#)).

Stage of Work

Another way to save content is by grouping in the same way that you would organize the work on a project. For example, materials could be organized based on which ones are Enscape-ready. Or maybe you have searches organized by render-ready content, such as people, vegetation, and vehicles.

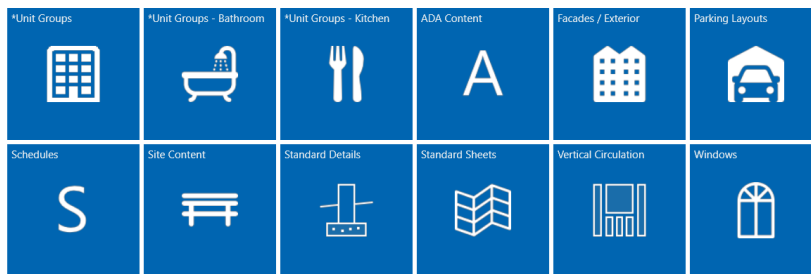
▲ Enscape Ready (6)



Area of Work

You can also save searches by area of work. For example, a Marketing team could group marketing materials, colors, and even by previous projects so that they are easier to find (if you tag content by a particular project, you can search for this tag in a saved search). A Company Standards category could store marketing colors, email signatures, letterhead stationery, etc.

▲ Residential (12)



How-to Internal Documents

Saved Searches also help you organize your company's standards documents, how to's, and best practices that your team can access quickly. For example, templates for common practices on projects, BIM standards/naming conventions, getting started guides, instructional videos, etc.

Disciplined Disciplines : Strategies for organizing content

	• Architectural	• Interiors	• Engineering	• Construction	• Owner Operator
	• Markets	• Spaces	• Const. Type	• Const. Type	• Spaces
	• Spaces	• Material	• Member	• Markets	• Markets
	• Categories	• Categories	• Categories	• Categories	• Categories
Client	_____	_____	_____	_____	_____
Country / Region	_____	_____	_____	_____	_____
Vendor	_____	_____	_____	_____	_____
Code	_____	_____	_____	_____	_____
Division	_____	_____	_____	_____	_____
Material Class	_____	_____	_____	_____	_____

For more tips for using UNIFI to organize your BIM content, check out our other [Knowledge Base articles](#).