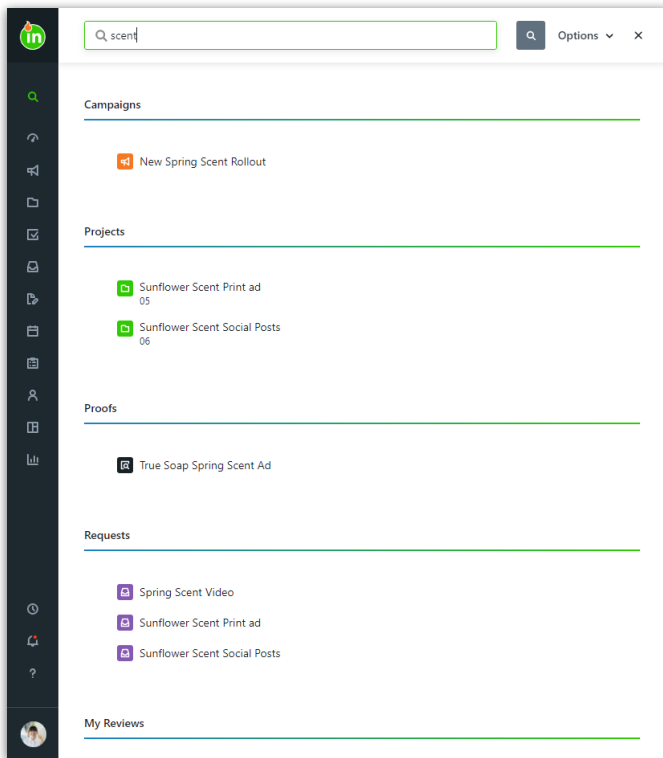# Global Search

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Global Search

From the navigation menu, select the magnifying glass icon to conduct a global search of all request, campaign, project, task and proof information. Type your keyword or phrase in the search field and **press return** on your keyboard to submit.

If a matching work item is found, it will display beneath the search criteria. You can click the item to be taken directly to the related details page.

By Default, your search results will only show work that is not archived. Include archived work in your search results by selecting **Options** and toggle on **Include Archived**.
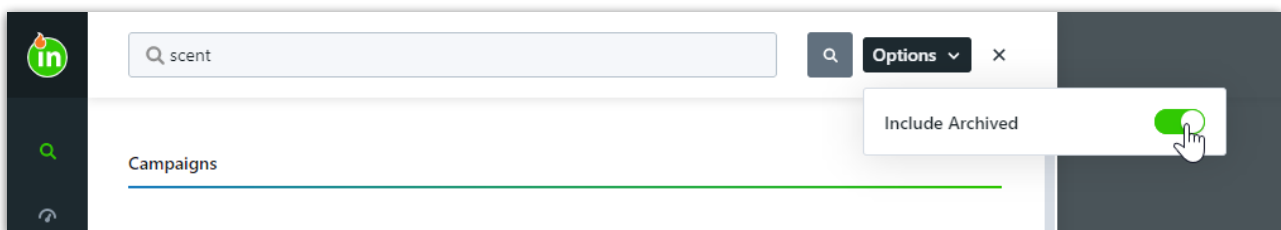
Currently, the search request will query the following:

- Request name
- Request number (if enabled)
- Campaign name*
- Campaign custom fields*
- Campaign number* (if enabled)

- Project name
- Project custom fields*
- Project number* (if enabled)
- Task name
- Proof name
- Review name

*Available only to Business and Enterprise Customers