## Stockland

## Quick Reference Guide

Builder Portal – Search or Browse for Documents

## **Search or Browse for Documents**

Use the global search feature at the top of the page to locate applications, cases and lots.

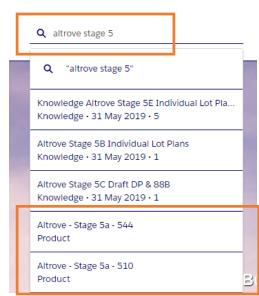


For the best results, enter the **Community name** followed by the **stage number**.

If looking for a specific type of document, enter additional terms.

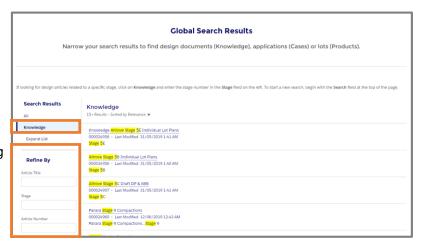
As you type, initial results will display below the search field. Click on a result to open the details page or select the magnifying glass to view more results.

If you are unsure of the stage number, enter the **Community name + Lot number**. Look for matching **Product** results to identify the stage.



Clicking on the magnifying glass will lead you to the **Global Search Results** page which will display a list of related results.

Continue to narrow your search by selecting **Knowledge** and then using the **Refine By** fields – **Article Title**, **Stage**, **Number**.



Alternatively, browse documents using the tiles on the Home page or select **Documents** at the top of the page and select an option from the dropdown menu.



