If you have access to other modules within SIMS, you will not automatically be directed to the Archived Projects module. If that is the case, choose Archived Projects from the menu at the top left of the screen.

Click here:

Choose the Archived Projects module.

Searching for Documents

To search for documents, open the Filter pane on the left hand side of the screen.
In this pane, you can add filters on any available field. The default filters are listed below.

For most fields, once you have typed 4 characters, it will provide you a list of matching values to select.

Once you have entered your filter(s), click apply and only the filtered results will be shown.

**Finding Building Design Standard Documents**

Certain portions of the Building Design Standards are located in Archived Projects. To search for these documents, enter “Building Design Standards” in Project Number. See below for an screenshot of the results.