

PART 3

ADVANCED SEARCH SCREEN

[Main Menu](#) >> [Search](#) >> [Help](#) >> [Add record](#) [Reset checklists](#)

KEYWORD(S) TO SEARCH:

Logic between keywords:
 And
 Or
 Phrase

Field(s) to Search:
 All
 Title
 Subject
 Creator Name(s)
 Last Name
 Personal Name(s)
 Corporate Name
 Local Identifier

Fuzzy Search Limits: [\(What is this?\)](#)
 Exact
 Fuzzy
 Fuzzier
 Fuzziest

BETWEEN TWO YEARS: ... OR FUZZY DATE:
after: before: Enter year: how fuzzy?

GEOGRAPHIC LOCATION:
[\(What is this?\)](#)

GROUPS:

MEDIA TYPE TO LIMIT SEARCH TO: ... OR ITEM TYPE TO LIMIT SEARCH TO:
 Audio Collection Exhibit Genealogical Resource Group Image Newspaper Publication Text Video Web site/page

CREATIVE COMMONS:
 Attribution-ShareAlike (7) PublicDomain (34)

Has mystery?
Has comment?
Contributed?
Public display? Yes No

SORT BY: RESULTS PER PAGE:

There are two ways to access the Advanced Search Screen:

1. From the Main Menu. Click on Top 100 Records. Then click on any record within the list to access the Search link (see option 2 below)
 - [Group Southern Ontario in the early 1900s , 1875 \(1492\) Added: 23 May 2018 21:04:06](#)
 - [United Church, Capreol Ontario \(1491\) Added: 21 May 2018 23:03:02](#)
 - [Public School, Huntsville , 19 Jul 1910 \(1490\) Added: 21 May 2018 22:25:23](#)
2. From within a record. The link to access the Advanced Search Screen can be found at the top left of the screen. Click on the Search:

[Main Menu](#) >> [Search](#) >> [Help](#) >> [Add record](#) [Reset checklists](#)
[Create new record: with uploaded file; without upload](#) ([Duplicate](#)) [Create new template](#) [View entry in public site](#)
Jump to: [Statistics](#)

There are many ways to scope a search using the facets on the Advanced Search screen.

3.1 LIMITING KEY WORD SEARCHES

Define the logic between keywords: “keyword AND keyword” will search for both terms no matter how they appear in the content (i.e. separately or together); “keyword OR keyword” will search for either of the keywords and bring back all content containing either keyword; “keyword keyword” PHRASE will return results only where the keywords as they have been entered in the search bar are found in the content.

Search within specific data field: Title, Subject, Creator Name(s), Last name, Corporate name, or Local Identifier.

Fuzzy searching: allows the search engine to return keywords that almost match your search terms—you can determine how closely or dissimilar the results need to be using the fuzzy-fuzziest radio buttons.

KEYWORD(S) TO SEARCH:

Logic between keywords:	Field(s) to Search:	Fuzzy Search Limits: (What is this?)
<input type="radio"/> And	<input checked="" type="radio"/> All	<input type="radio"/> Exact
<input type="radio"/> Or	<input type="radio"/> Title	<input checked="" type="radio"/> Fuzzy
<input type="radio"/> Phrase	<input type="radio"/> Subject	<input type="radio"/> Fuzzier
	<input type="radio"/> Creator Name(s)	<input type="radio"/> Fuzziest
	<input type="radio"/> Last Name	
	<input type="radio"/> Personal Name(s)	
	<input type="radio"/> Corporate Name	
	<input type="radio"/> Local Identifier	

3.2 SEARCH BY DATE RANGE


Search between two dates: this searches records where Sortable Dates have been assigned. Be sure to use the appropriate date format.

Fuzzy Dates: allows the search engine to return records whose Earliest & Latest dates are within a +/- range as predetermined by you (how fuzzy?)

BETWEEN TWO YEARS: after: before: **... OR FUZZY DATE:** Enter year: how fuzzy?


3.3 GEOGRAPHIC LOCATION

Select from the drop-down menu of geographic locations that have been assigned to records in your collection.

GEOGRAPHIC LOCATION: [\(What is this?\)](#) [Scroll down to select] 

3.4 GROUPS

Select records according to the group to which they are assigned by selecting the group name from the drop-down list. In data management, the groups list includes public AND non-public groups.

GROUPS: [Scroll down to select] 

3.5 LIMIT BY MEDIA AND ITEM TYPE

Scope by media type: every possible media type assigned to your collection will display here.

Scope by item type: choose an item type from the drop-down list to see only those records classified as certain item types.

MEDIA TYPE TO LIMIT SEARCH TO: Audio Collection Exhibit Genealogical Resource Group Image Newspaper Publication Text Video Web site/page

... OR ITEM TYPE TO LIMIT SEARCH TO: [Scroll down to select] 

3.6 SEARCH BY CREATIVE COMMONS LICENSE

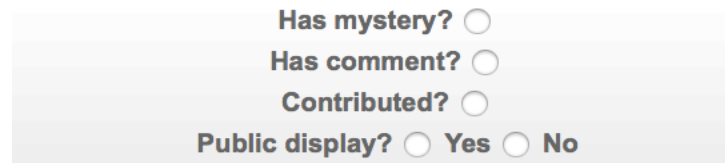
Scope or search by license type: click the checkboxes of the license types you want to scope your search results to.

CREATIVE COMMONS: Attribution-ShareAlike (7) PublicDomain (34)

3.7 SEARCH BY DEFINING RECORDS CHARACTERISTICS

Select records that do or do not have:

- Mystery Questions
- Comments associated
- A Contributed status
- Select records that are Public or Non-Public



Has mystery?

Has comment?

Contributed?

Public display? Yes No

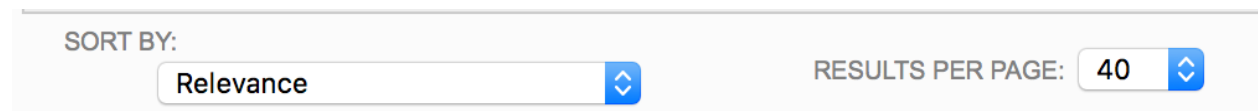
3.8 SORT/RESULTS OPTIONS


Sort results by:


- Relevance
- Title (o-9, A-Z)
- Sort by date (oldest first)
- Sort by date (newest first)
- Oldest date (to newest)
- Newest date (to oldest)
- Date Added (newest first)
- Date Modified (newest first)
- Date made public (newest first)

3.9 DEFINING THE NUMBER OF RESULTS PER PAGE

- 10, 40, 100 or 200.



SORT BY: 

RESULTS PER PAGE: 

Once you have selected your search criteria (s) – click on the GO button located at the bottom centre of the screen:

