

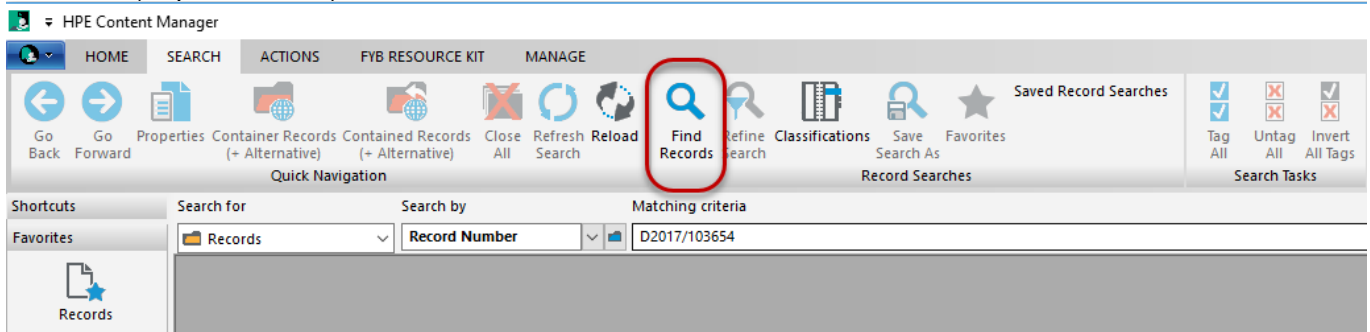
# Advanced Searches and Refining Searches

## Introduction

An Advanced Search may be undertaken to search for items with multiple criteria. It can be refined and tailored in order to locate specific records.

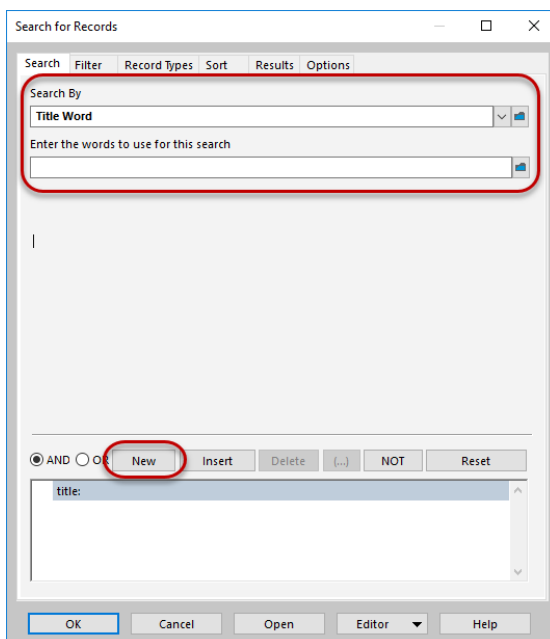
## Procedure

1. To begin a new search, click the **Search** tab on the HPE Content Manager ribbon, then click **Find Records** (or press ctrl+F).



The **Search for Records** window will appear.

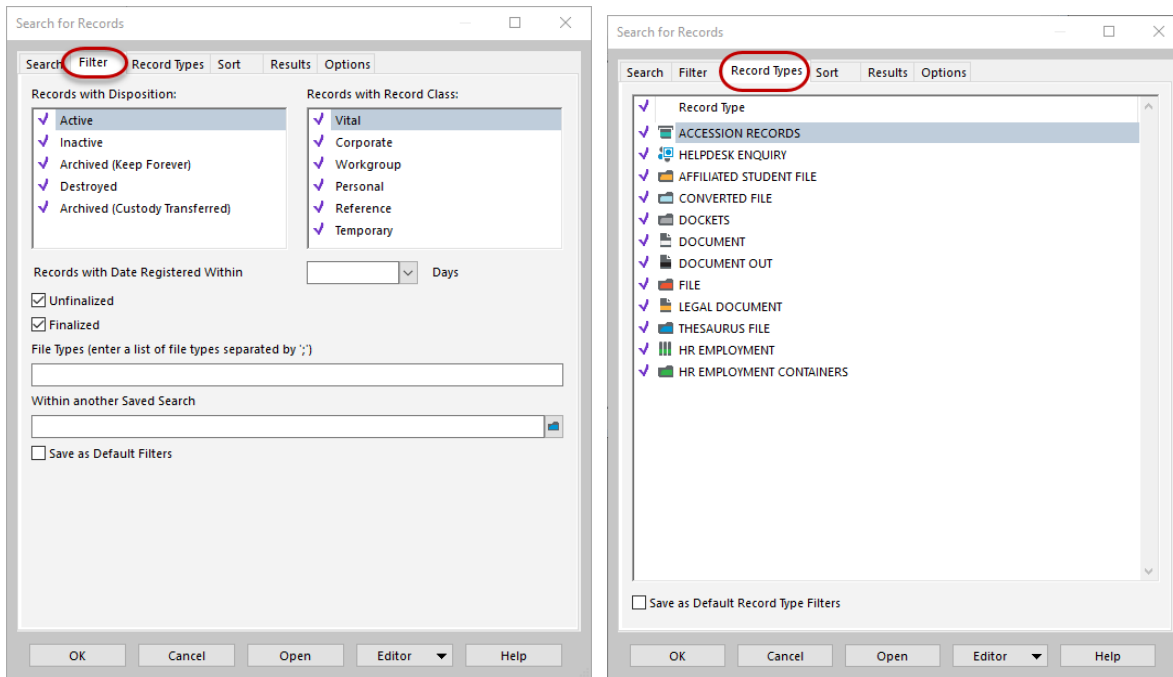
2. Select desired search method in the **Search By** field. (For the full list of available Search By methods, click the blue folder to open the Search Methods window.)



3. Enter words to search by.

4. Then, click **New** and enter another search method and terms. This can be done multiple times to refine search to specific parameters. Options can be selected as **AND** or **OR** to combine searches.

- Adjust the Filter tab and Record Types tab as desired. (If you do this, only the selected record types will display upon searching.)

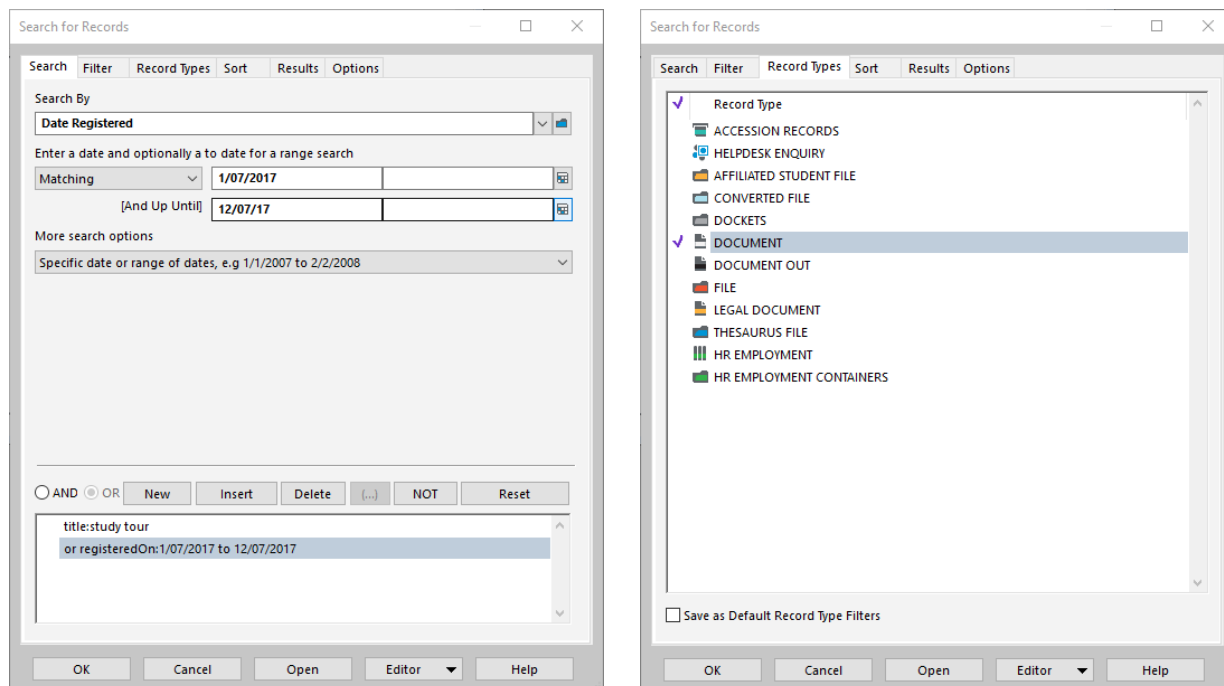


(Note: When you want to run your next new search, remember to return to the Filter and Record Types tabs and ensure all relevant Filters/Record Types are selected for that new search.)

- Click **OK** (or press Enter) to run the search.

### Example

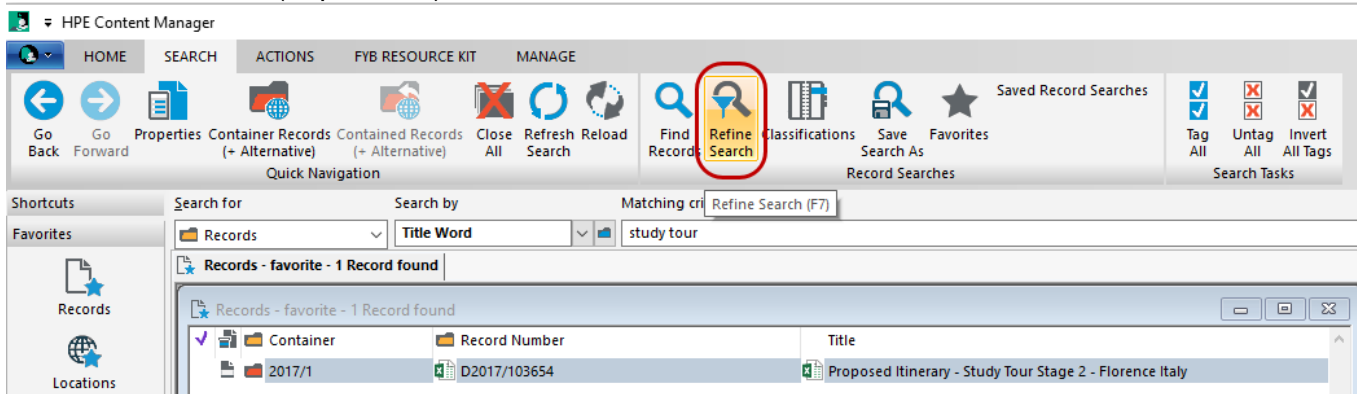
The search shown below will locate records with 'study tour' in the title, registered between 1<sup>st</sup> and 12<sup>th</sup> July and with a record type of **DOCUMENTS** only.



## Refining Searches

After running a search, you can further refine or amend the search to narrow your results.

- To refine or amend a completed search, click the **Search** tab on the HPE Content Manager ribbon then **Refine Search** (or press F7).



The **Search for Records** window will appear. Add further search parameters or amend as desired,

- Click **OK** to run the search with the new parameters.

**Note:** It can be helpful to save advanced searches as saved searches – please refer to the Quick Reference Guide “Create Saved Searches”.

## Contact Us

For further support or questions, please contact Records Services on **8313 5334** or [records.services@adelaide.edu.au](mailto:records.services@adelaide.edu.au)