

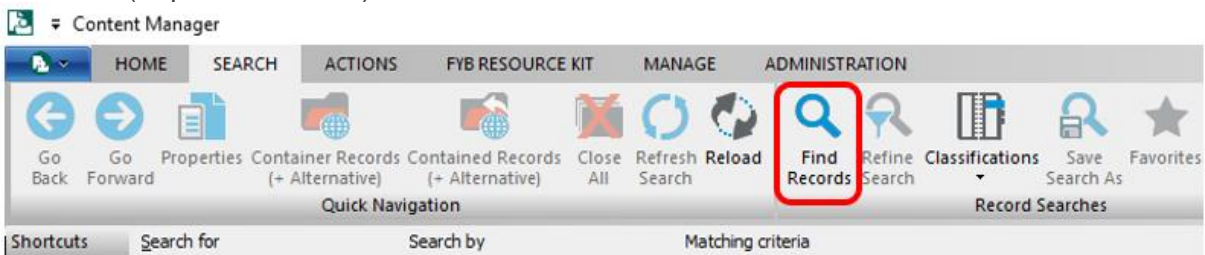
Content Manager (CM)

Advanced Searches and Refining Searches

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.

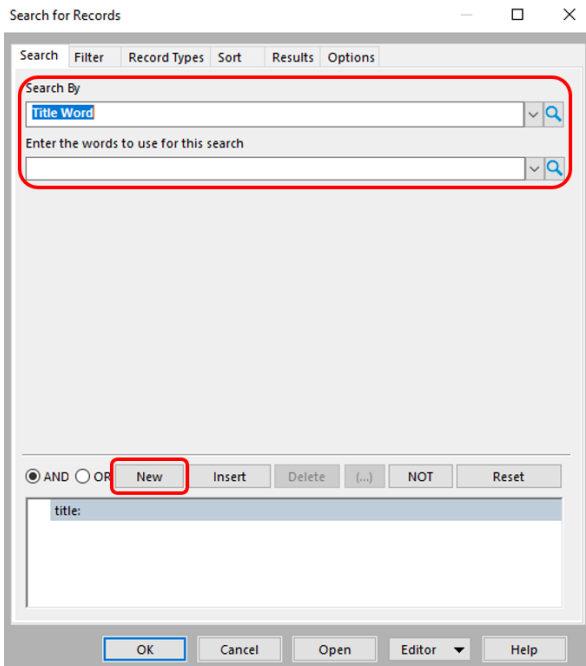
1. Procedure

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

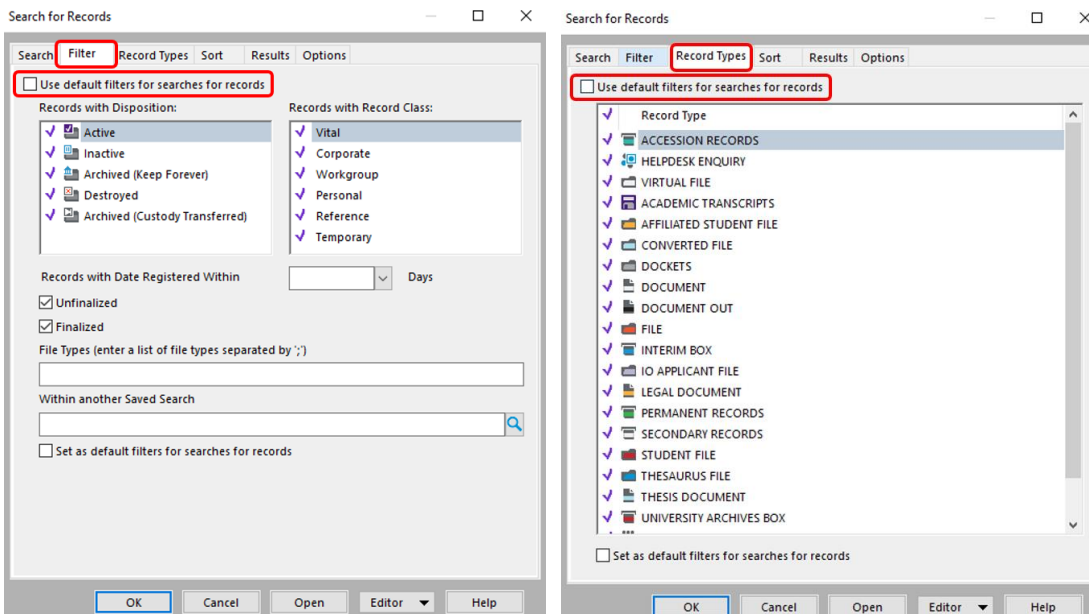


The **Search for Records** window will appear.

2. Select desired search method in the **Search By** field. (For the full list of available Search By methods, click the blue magnifying glass 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.
5. Adjust the Filter tab and Record Types tab as desired. (If you do this, only the selected record types will display upon searching). Ensure the **Use default filters for searches for records** box is unticked.

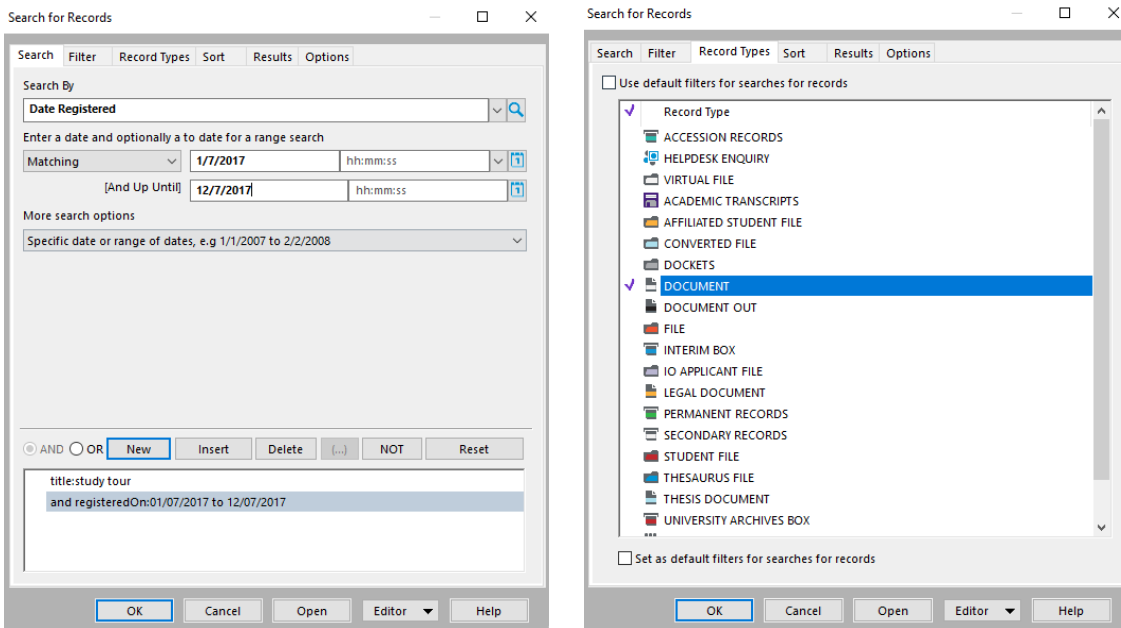


(**Note:** When you want to run your next new search, remember to return to the Filter and Record Types tabs and ensure all relevant Filters/Record Types are selected for that new search.)

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

Example

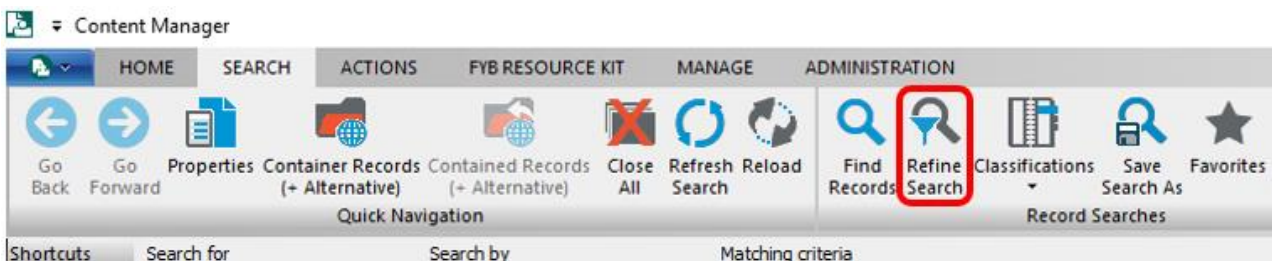
The search shown below will locate records with 'study tour' in the title, registered between 1st and 12th July and with a record type of **DOCUMENTS** only.



Refining Searches

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

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



8. 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