



Content Manager (CM)

Create Saved Searches

Searches performed in Content Manager (CM) can be saved as **Saved Searches** and added to your **Favorites**. This allows you to quickly and easily run this same search whenever you need to, without having to re-enter the search parameters. This guide will show how to run an initial search, how to save the search and how to access and run the saved search.

Running Initial Search

This example will focus on locating Legal Documents (LDs) registered into Content Manager during 2017

1. Press **CTRL + F** to load **Search for Records** window

Search for Records

Search By
Record Number

Choose operator and enter string value to search for
Matching

More search options
A single string, possibly using wildcards or comparison operator, e.g. >=red, invo*

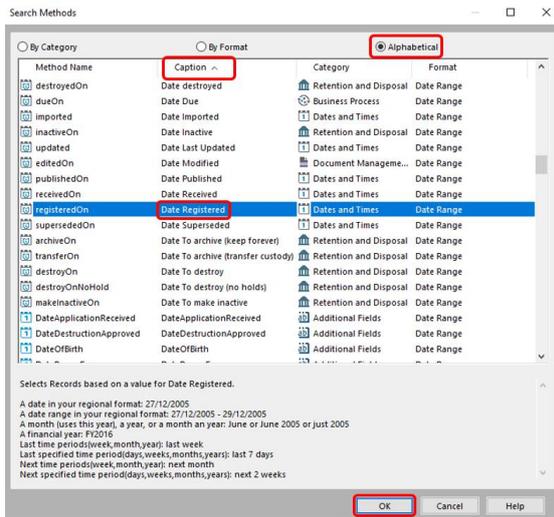
Searching by 'Record Number' requires a value.
Please enter the string value to search for.

AND OR New Insert Delete (...) NOT Reset

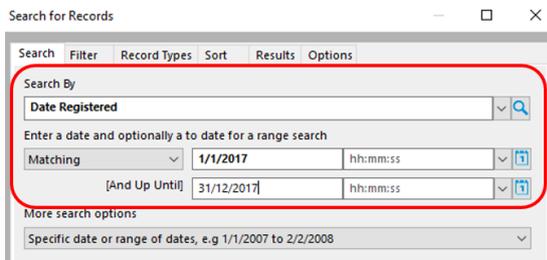
number:

OK Cancel Open Editor Help

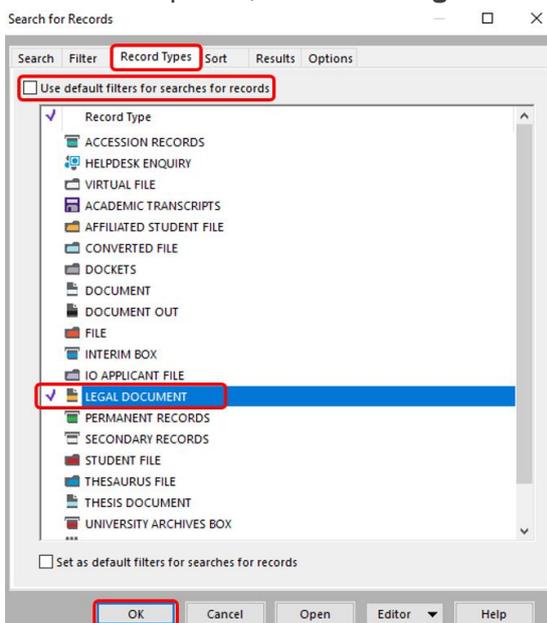
2. Click on magnifying glass on right of **Search By** field and another window will open



- Click on **Alphabetical** then click on the **Caption** column until arrow is pointing up and scroll to **Date Registered**, click **OK** and another window will open
- Enter dates to search, in this example 1/1/2017 [and up until] 31/12/2017



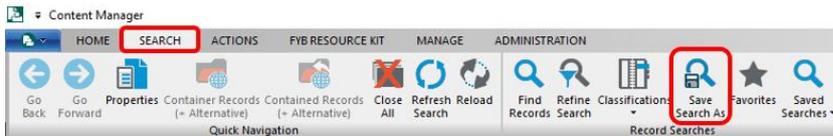
- If you want to add another parameter to search by, click **New** then follow Step 3 to select new parameter.
- Click on **Record Types TAB**, untick **Use default filters for searches for records**, click **CTRL + U** to untick options, then click **Legal Documents** in the **Tick Column**



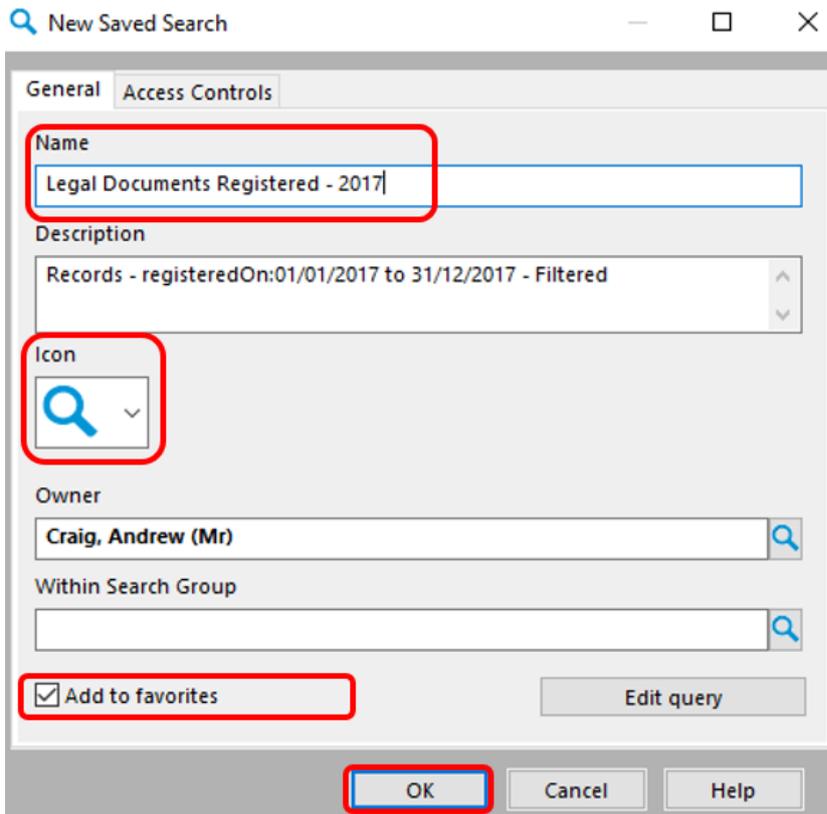
- Click **OK**

Saving Search Parameters

1. At top of CM, Click on **Search TAB** and select **Save Search As**



2. A New Window will appear



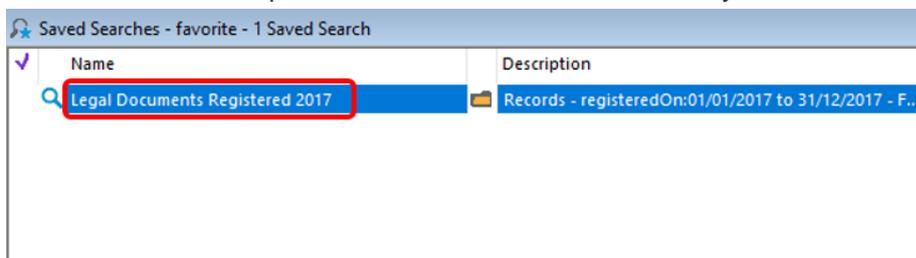
3. Name the search as required, in this example's case *Legal Documents Registered 2017*
4. Select an **Icon**, otherwise default icon will be used
5. Tick **Add to Favorites**
6. If you want other staff members to be able to access search, remove your name from **Owner** field
7. Click **OK**

Accessing and Running Saved Searches

1. Click on **Favorites** in bottom left of Content Manager
2. Click on **Saved Searches**



3. A new window will open, double click on saved search you want to run



4. Results should appear

Contact Us

For further support or questions, please contact Records Services on **8313 5334** or records.services@adelaide.edu.au