

ARCHIVISTS' TOOLKIT - NAME, SUBJECT, NOTES, and TITLE SEARCH FUNCTIONS

I. Searching for names and subjects:

Begin on Resources Screen

List all resources

Select "Search" from the top of the page

Choose "Search by linked record"

Check box at bottom left to include components in the search

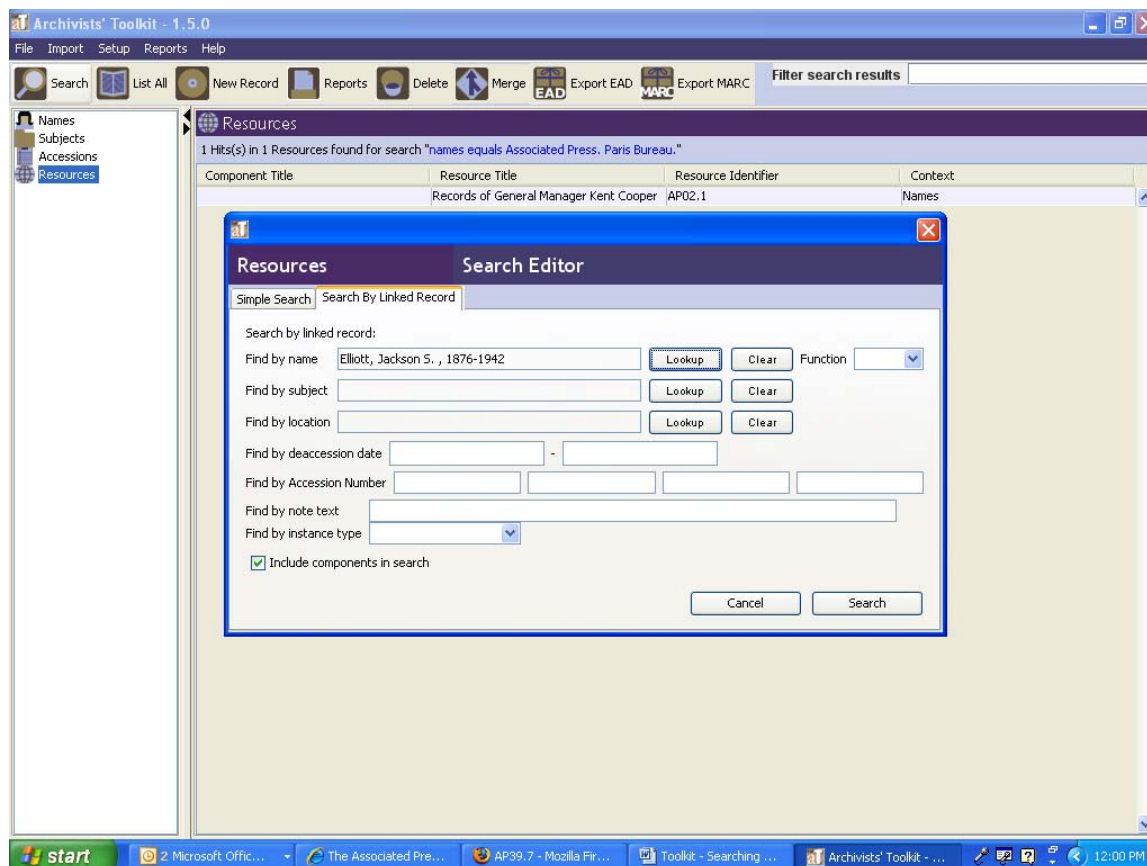
You can now choose to Search by name or subject terms

Name and Subject terms must be selected from the terms we have entered into the database.

When you click on "Lookup", the list will appear

Select the term (name or subject) and hit search.

Results will show you various components that are linked to that term. (This includes accessions or any level in a collection hierarchy - series, folder, etc.)



II. Search by Note Text (all note fields including scope & content, folder level notes, etc.)

Begin on Resource Screen

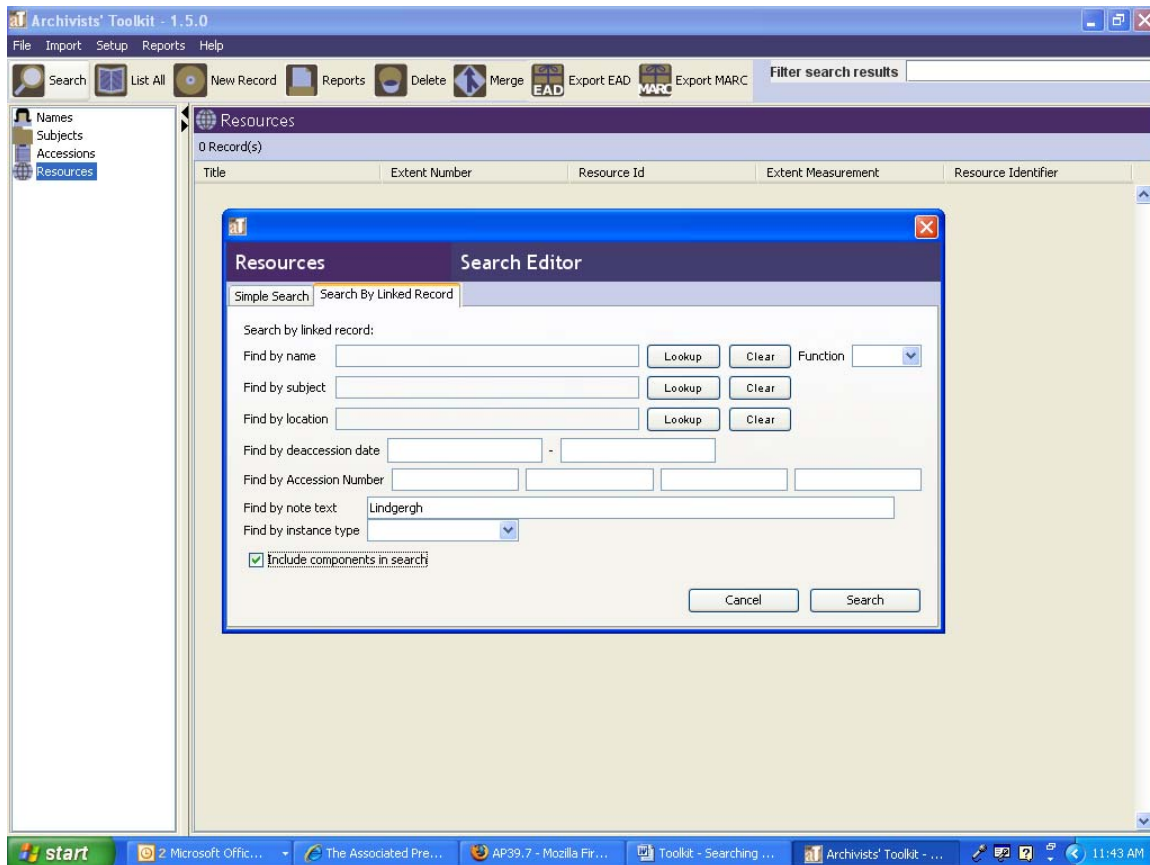
List all resources

Select “Search” from the top of the page

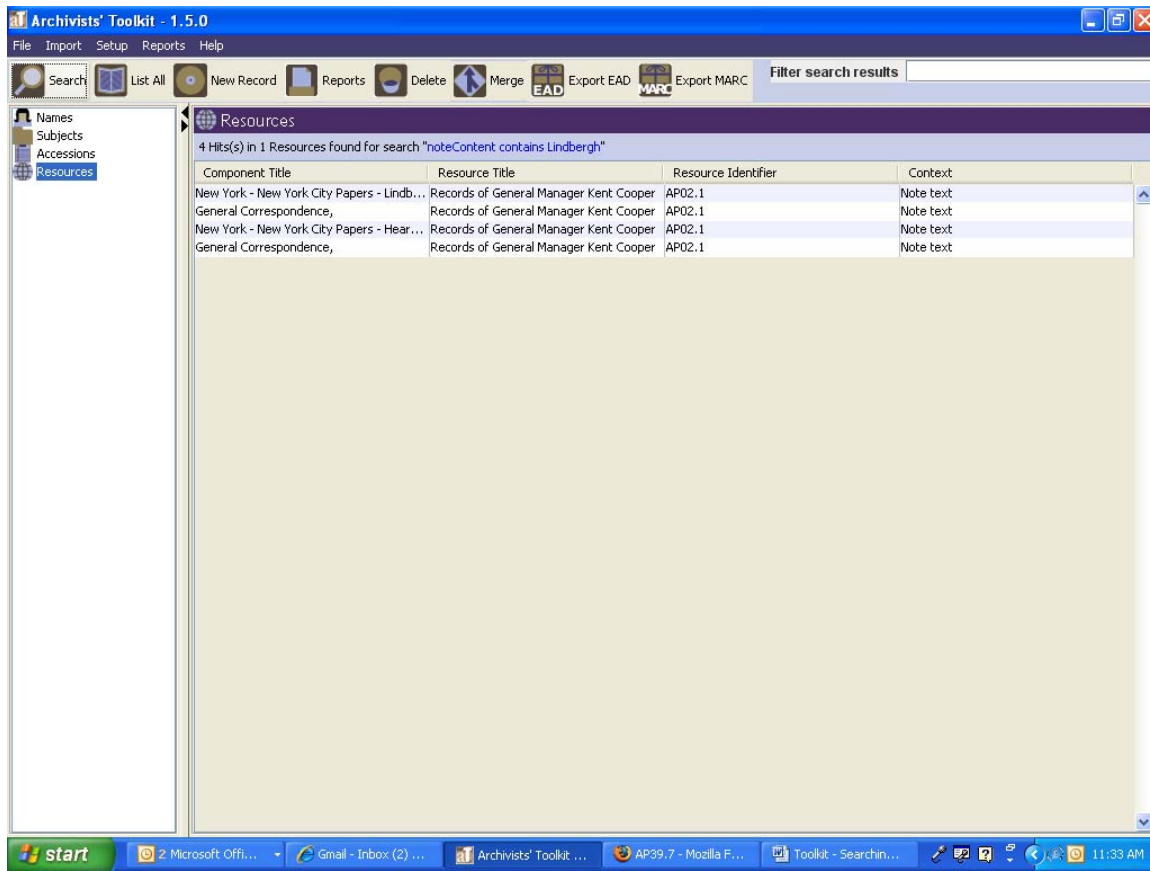
Choose “Search by linked record”

Check box at bottom left to include components in the search

Enter a word or words in this field (I think that if you enter more than one word, the phrase must be exactly as it appears in the text).



Results will show you the component notes where the word appears. This includes scope and content notes, and any notes at the folder level.



Once the list appears, you can click on the title to find the location of the component (box and folder number, or series description, etc.). For some reason this function sometimes freezes my computer.

III. Searching words in a Title (collection, folder, series, etc.):

Begin on Resources Page

List all resources

Select "Search" from the top of the page

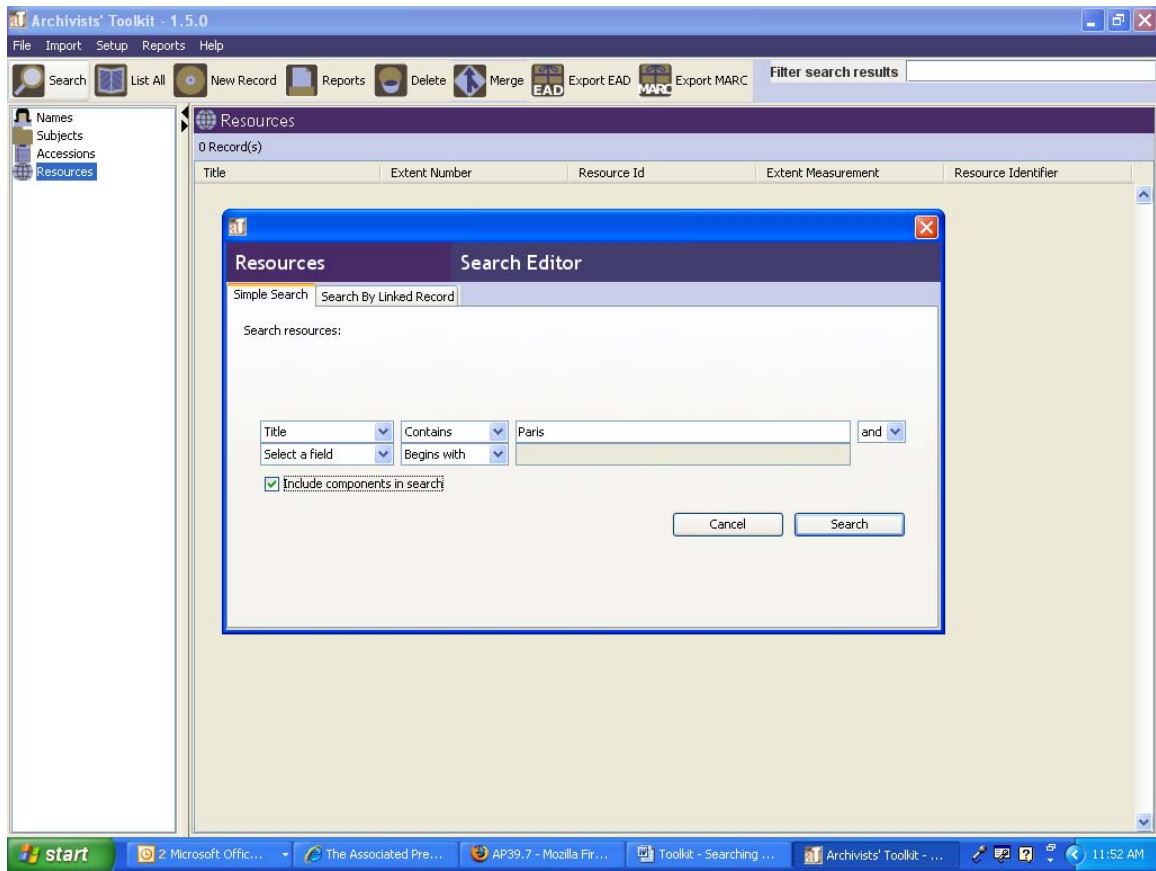
Select "Simple Search"

Check box at bottom left to include components in the search

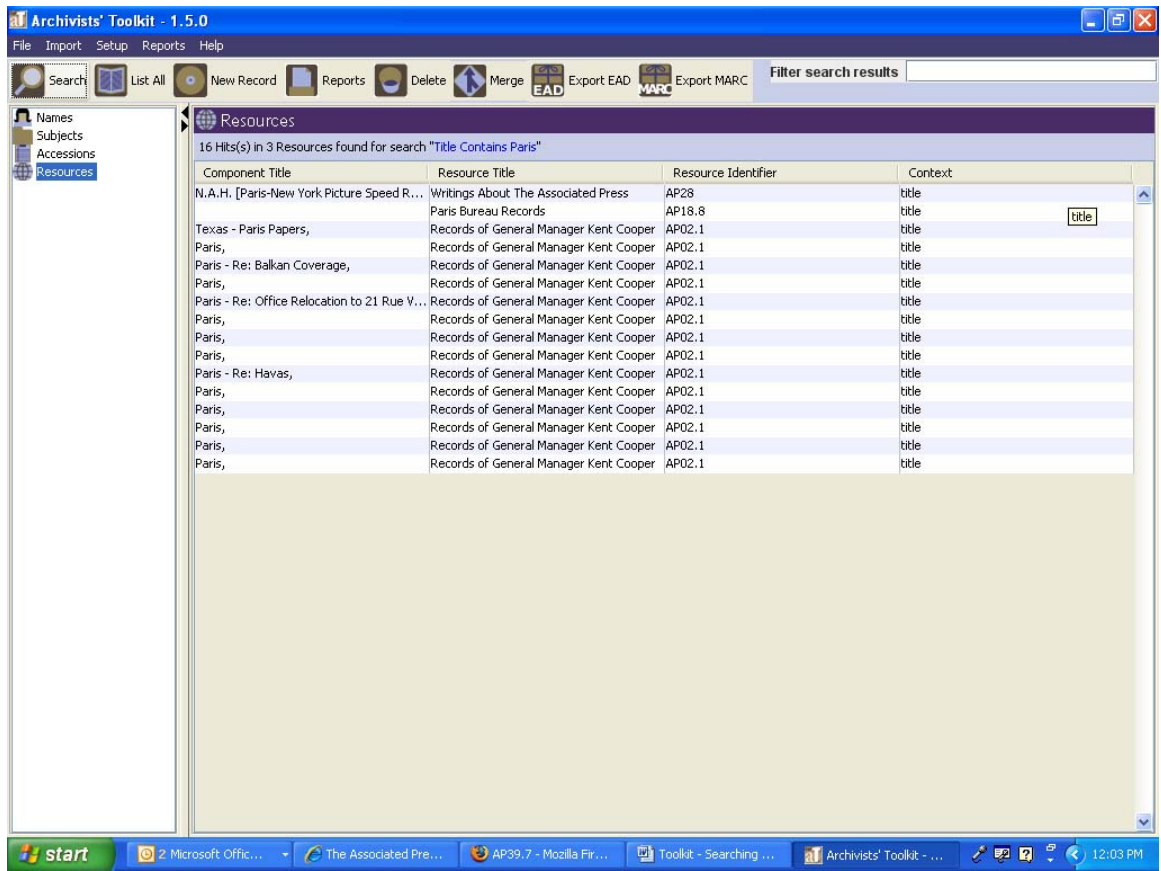
Select "Title" in the field box

Select "Contains"

Enter word or words to be searched – the words must be contiguous – the search does not do an "and" search for them



Results will show you the title where the word/words appear. Once the list appears, you can click on the title to find the location of the component (box and folder number, or series description, etc.). For some reason this function sometimes freezes my computer.



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