



# Using the Search Facility

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Version 1.0

**Overview**

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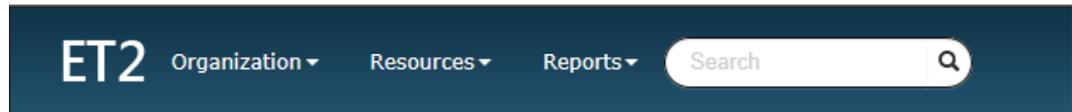
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## Using Search Facility

There are two ways to search a quick search and a detailed search.

### Quick Search

There is a quick search option on the tool bar.



This search is a quick search with no additional filtering. The words entered are matched against multiple fields in the system including systemname, first name and last name. If you enter John, it will search for John and if you enter John Smith, it will search for John Smith. However, it will bring up all those records with John or John Smith. This search is useful if you know exactly what you are looking for, for example a BCS ID. You do not need to select any part of the tree structure prior to entering your search for the quick search.

To start the search:

1. Click in the **Search** field
2. **Type** the word(s) to be searched upon
3. Select **Enter** on the keyboard or click the search icon 

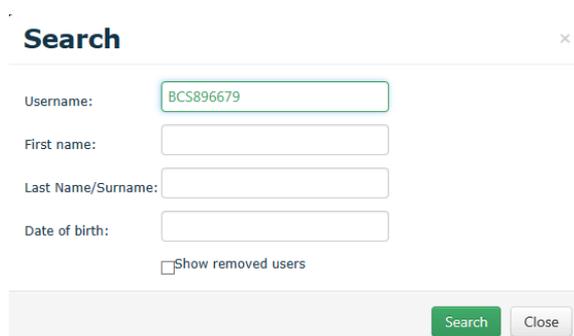
### Detailed Search

The more detailed 'classic' search function provides fields to search from in order to specify exactly what you are searching for. The search accepts wildcards. Searching for username "BCS8966\*" for example will find all users beginning with the letters BCS8966.

You can start a detailed search by;

1. Selecting the group folder from the tree structure that you wish to search on.
2. Click the **Organization** drop down.
3. Select **Search**.

The search criteria screen is shown.


 A screenshot of a 'Search' dialog box. The title bar says 'Search' with a close button (x). The form contains four input fields: 'Username:' with the value 'BCS896679', 'First name:', 'Last Name/Surname:', and 'Date of birth:'. Below these fields is a checkbox labeled 'Show removed users'. At the bottom right, there are two buttons: 'Search' (highlighted in green) and 'Close'.

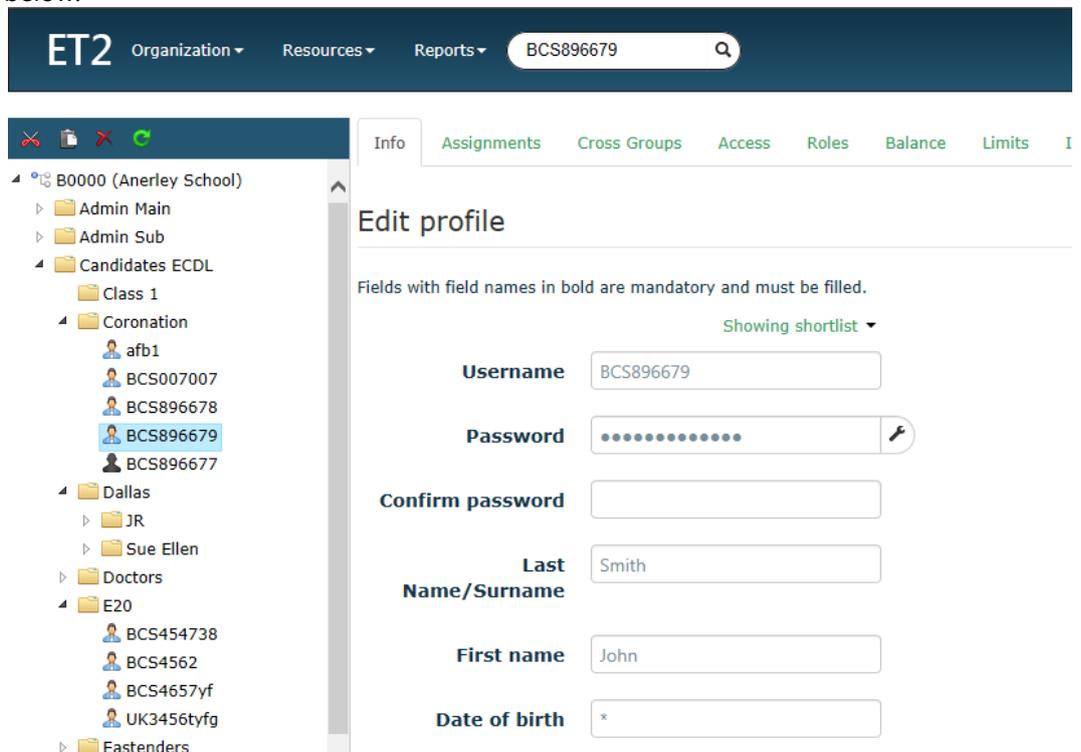
4. Add the appropriate **parameters** (Username, First Name, Surname, Date of Birth and select the Restore Users tick box if they have been removed from the system) and select **Search**.

 Note that any information added will be matched exactly however, there is no case sensitive.

## Viewing the results

The search results are shown in the same manner regardless of whether you use the quick or detailed search facilities.

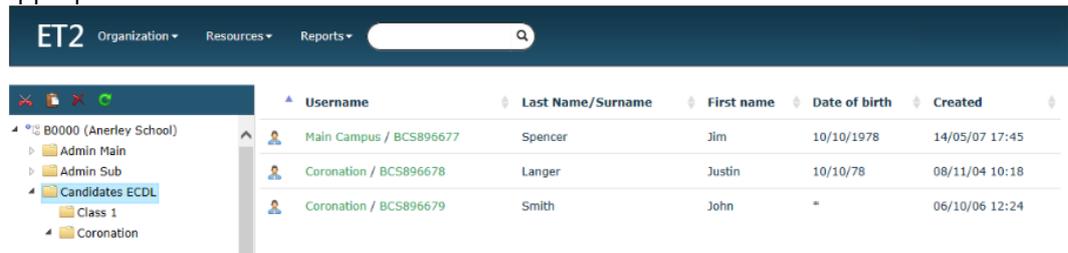
If the search results is a unique match it will be selected in the group tree as shown below.



The screenshot shows the ET2 user interface. At the top, there are navigation tabs: Organization, Resources, Reports, and a search bar containing 'BCS896679'. Below this is a sidebar with a tree view of the organization structure. The 'Candidates ECDL' folder is expanded, showing 'Class 1' and 'Coronation'. Under 'Coronation', several users are listed, with 'BCS896679' highlighted in blue. The main content area is titled 'Edit profile' and contains a form with the following fields:

- Username**: BCS896679
- Password**: [masked]
- Confirm password**: [empty]
- Last Name/Surname**: Smith
- First name**: John
- Date of birth**: \*

If there are several users that match the criteria you will be provided with a list as shown below. You can then select the green links under Username to go directly to the appropriate user.



The screenshot shows the ET2 search results page. The search bar contains 'BCS896679'. The left sidebar shows the same tree view as the previous screenshot. The main content area displays a table of search results:

Username	Last Name/Surname	First name	Date of birth	Created
<a href="#">Main Campus / BCS896677</a>	Spencer	Jim	10/10/1978	14/05/07 17:45
<a href="#">Coronation / BCS896678</a>	Langer	Justin	10/10/78	08/11/04 10:18
<a href="#">Coronation / BCS896679</a>	Smith	John	*	06/10/06 12:24

You can also filter the results by selecting the arrows by the side of each of the search results headings.