Searching in WebNow: Advanced Search

Description
When you use WebNow to locate and view documents, there are two search modes: Simple and Advanced. This Quick Guide covers Advanced Search; we recommend familiarity with the Simple Search process before using the Advanced Search.

Another source of information on this subject is WebNow’s online help. For information on Simple Search see the Simple Search Quick Guide.

Navigation and Login
Go to web page: http://webnow.its.maine.edu and click the link labeled “To log on to WebNow click here”.

In the login box, enter your MaineStreet (UMS) user ID and password. Click the Button.
This is the initial WebNow window you will see. It is ready for you to search for a document.

In the top bar, there are four buttons:

- Search
- Workflow
- Disconnect
- Help

The first two are “modes” - you are already in Search mode, so clicking the Search button does nothing. Clicking the Workflow button will put you in Workflow mode, which we will not discuss here.

Use the Disconnect button to exit from WebNow. Use the Help button to view WebNow’s online help.
Step 1: Click the Advanced Tab and Select the Correct Applet

[For an explanation of how to pick the Applet, see the Simple Search Quick Guide.]

In our examples we will use an Admissions Applet. Our Applet choice determines how the search fields are labeled.
Step 2: Enter the First Search Criterion

Advanced search lets you specify multiple search criteria.

For example, you might know an applicant’s date of birth, but you know that DOB was not included on all the documents for that person. In addition, you know that some documents have the person’s nickname and others have a formal version of the name. So you want to search on DOB as well as part of the name to ensure that you find all documents for him.

To enter a search criterion, click the button.

You will see the “Add Condition” pop up window. In this window, start at the top by selecting the “Condition.” This selection will determine which Fields you can use in your search (see next image).
This image shows all the choices in the Condition pull-down menu.

Each selection in this menu will give you a different set of Fields to use in your search criterion.

You can see what effect each Condition choice has by selecting it and then pulling down the Field menu.

In our example, we will use “By DocKey Fields” for all our search criteria.
After selecting the Condition, you must select a Field. Use the Field pull-down menu to select.

In the example, you see that we can select DOB (date of birth) or Name, among other choices.

Remember that we have two criteria in our example—part of the name and/or the DOB.

Select Name (see next page).
Now we need to select the Operator.

Using the pull-down menu we see there are many Operator choices. In our case, since we know part of the name, we could choose "Contains." Or if we know that names are always coded last name first, we could use "Starts with" and enter the first few letters of the last name.
Now select the Type.

There are two choices: **Normal** and **Prompted**. Normal means that you simply enter your search value (for example the name) in the Value field. Prompted means that when you search, WebNow will ask you to enter your search value on the fly.

The advantage of the Prompted choice is that you can change your search without having to always go back and edit your search criteria.

The disadvantage of Prompted is that you have to type in the search value during the search itself, and the value may be hard to spell or type, leading to typos. This will cause you to waste time redoing searches.

In our example, we will use Normal for the name and Prompted for the DOB.
Now enter the search Value.

In our case we know that the person’s last name starts with “Cam” (and we know that name is entered, last name first).

So we have selected to search on the Name field, using “Starts with” as the Operator. We are entering our Value now rather than during the search in a Prompt box.

We are all set for this criterion, so we click OK to close the Add Condition box.
Step 3: Pick the AND or OR Connector, then enter the second search criterion.

You can specify two search criteria, but you must also say how to combine the two. Do you want to find all documents that satisfy BOTH, or all documents that satisfy one or the other?

In the “both” case, connect the two criteria with AND. In the “one or the other” case, use the OR connector.

To select the connector, click the AND or the OR button.

In our example we want to use OR because we want all documents that either have the name start with “Cam” OR have the correct DOB.

We click the OR button, and WebNow inserts “OR” following the code for the first part of our search.
Now we enter the second part of our search.

Once again we click Add...

This time we will search on the DOB field, using a prompt.

This time, instead of filling in a value to search for, we put in a prompt message.

Fill in the data and click OK.
Here's what our search looks like now.

Note that we can constrain the search to the last "x" days, just as we saw in Simple Search.

We can also specify how to sort the results. The Sorting can be on one or many fields and can be in increasing or decreasing order on each field.

Click the button.

This brings up a Sorting box where you can choose from the left list of fields, then click "Add >" to put your choice in the "Sort By" column.

If you click a field in the "Sort By" column you can set whether you want an Ascending or Descending sort. In our example, we are sorting our search results by EmplID in Ascending (increasing) order.

Click OK to put away the Sorting box.
Step 4: Perform the Search

Click **Search**

Because we asked for Prompting on the DOB field, we get this "Condition Prompt" box. We must enter a value here and click OK.

If we don’t enter a value, no DOB search will be done.

Notice that our prompt message shows up in the prompt box, reminding us what we need to enter here.
Here are our search results.

Note that Albert's DOB does not match the value we entered in the Prompt box (previous page). So we found this document because of the Name search (the DOB search failed).

If we had chosen to use AND as the connector rather than OR, would we have found these two documents?

You can have many search criteria connected with combinations of ANDs and ORs. ANDs are done first, then ORs. So if you have: criterion A OR criterion B AND criterion C, the search will check for all docs that match A or both B and C (or all three!).

You can save your search for later use so you don't have to reenter it. Use the Load Query menu.
We have decided to save our search, using the name "NameOrDOB."

To do this, we have selected "Save Query" from the Load Query pull-down menu.

This brings up a "Save Query" box where we enter the name for our query.

Once we click OK, the "NameOrDOB" query will be saved. To use it again, pull down the Load Query menu and you will see a list of all the queries you have saved.

Select the one you want and it will be entered automatically in the Search field.