Searching in WebNow: Simple Search

Description
When you use WebNow to locate and view documents, there are two search modes: Simple and Advanced. This Quick Guide covers Simple Search.

Another source of information on this subject is WebNow’s online help.

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.

Note: The first time you run WebNow, you may be prompted to install an update to Java on your PC.
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: Select the Applet

When you were given access to WebNow, you were told which Applet to select. Use the Applet pull-down menu to select the Applet you normally use.

Selecting the Applet will assign the correct labels to the columns of data you will see when you do your search.

For example, if the document you are searching for is an admissions application, there will be an entry for date of birth. When you do your search, you will want to see the date of birth in a column labeled “DOB.” Selecting the correct Applet will correctly label the columns.

The Applet you select will also set up the list of search fields you can use. See the next page.
Step 2: Select the Search Field

Now we must tell WebNow what data field to search on. The data entry fields vary with the type of document. You see the list of fields by using the “Find documents where” pull-down menu.

Because on the previous page we selected an admissions applet, we will see a list of admissions-related search fields. If we had used a financial aid applet our list would be different.

In our example to the right, we will do a search using the **Name** field, so we have selected **Name** from the pull-down menu.

Note that we could have chosen to search on **DOB** (date of birth), or **EmpId**, or even all key fields at once.

In the field list, **Drawer** refers to the container where your documents are stored. You probably have access to one or two drawers. You can only see the documents stored in those drawers and not others.
Step 3: Enter the Data you are Searching for

You enter the data you want to find in the field to the left of the Button.

In our example, we are searching on the person’s last name “Campion.”

Next to the data field where we have selected “Name” is a pull-down menu where we can choose how to compare the document data with our search value “Campion.”

We have a lot of choices—more than show in the image (see the scroll bar?). In our case, we suspect that “Campion” is only part of the recorded name, so we use Contains for our comparison control.

If we tried to use Equals, our search would fail, because the document has the person’s full name recorded in the Name field.
Step 4: Perform the Search and View the Document

Click Search.

This will search all the drawers you have access to for documents with “Campion” in the Name field. Here are our results:

To view a document, double-click it in the list of documents found by your search.

To help you locate the document you want, you can sort your search results by clicking on a column label. For example, click the EmplID label to sort by EmplID.
If you want to see all the recent documents in a drawer (there could be a large number!), use the **Drawer** search field.

Limit your search to just documents entered in the last “x” days by checking the “Constrain results to last” checkbox, and using the number of days pull-down menu (see example).
You can customize the fonts, font sizes, columns and column spacing for your search results.

To customize, click the \checkmark button.

You will get the Grid Options display with 3 tabs.

The General tab lists all the columns you can display in your search results and lets you choose which ones you want to see. The Header and Row Settings tabs let you set the font and font sizes for the labels (Headers) and data (Rows).

Click the \OK button to see the results of your changes.