



# www.baydeltalive.com

## Tutorials

## HOW TO USE THE SEARCH FUNCTION

Every asset in Bay-Delta Live has a search function built in. In this tutorial, we'll go over the search function options and show two examples to see it in action.

Below is a key to help you familiarize with the search function options.

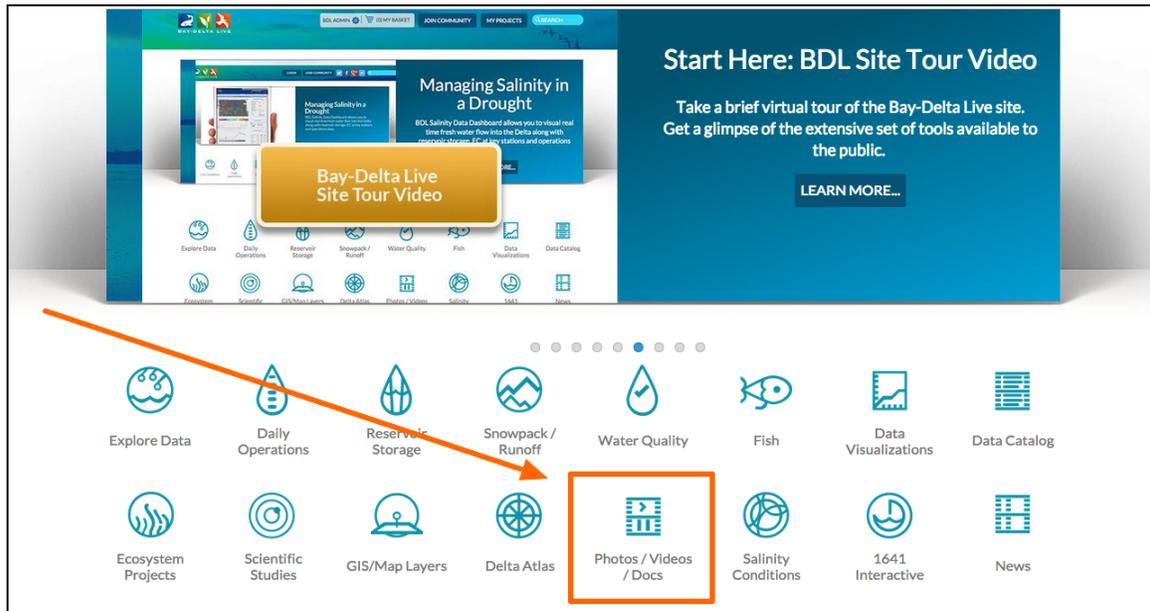
1. **The Data Source drop-down menu:** this option helps you narrow down your search by choosing a specific source.
2. **The Search box:** you can place any keywords here to find a specific item.
3. **"Type" and "Sub-Type" drop-down menus:** these are correlated with what the user selected when the items were uploaded. If you are not sure, keep your search broad and don't select anything.
4. **"Regions" drop-down menu:** you can search for items in specific geographical regions.
5. **"Privacy Settings" drop-down menu:** This lets you specify your search within the public documents or your private documents.

The screenshot shows a search interface titled "Search and Filter". It contains several dropdown menus and a search box, each with a red circle and a number indicating its function:

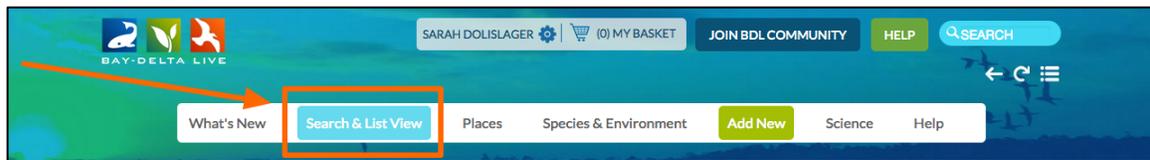
- 1. **Data Source:** A dropdown menu with "all" selected.
- 2. **Search:** A text input field.
- 3. **Type:** A dropdown menu with "all" selected.
- 4. **Sub Type:** A dropdown menu with "all" selected.
- 5. **Regions:** A dropdown menu with "all" selected.
- Privacy Settings:** A dropdown menu with "Public" selected.

Below the dropdowns are two checkboxes: "Map It" and "Clear Results". At the bottom are two buttons: "RESET LISTINGS" and "SEARCH".

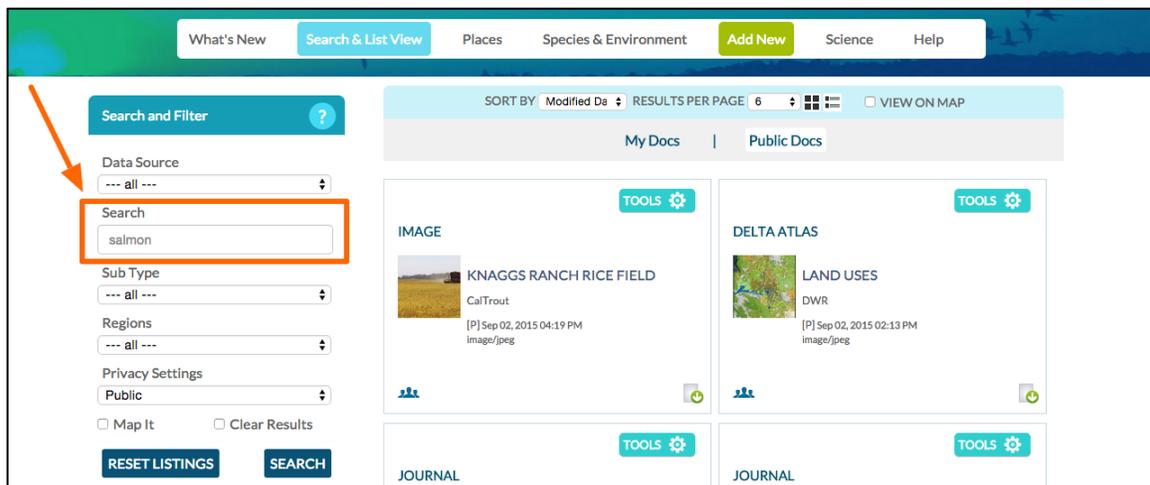
For the first example, we'll start in "Photos/Videos/Docs."  
Click on the "Photos/Videos/Docs" on the homepage.



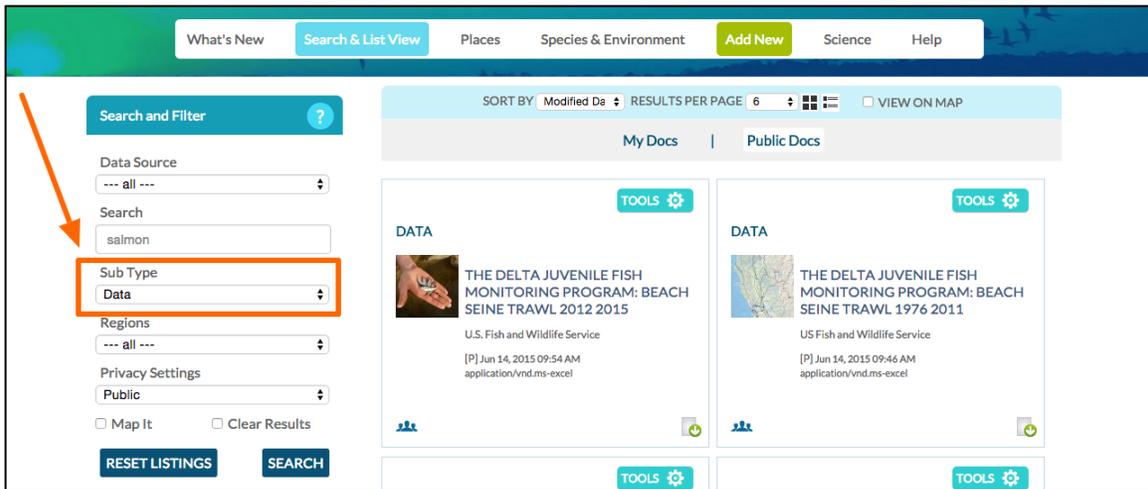
It will open up to the "Search & List View" but if it doesn't, you can also access this page from the sub-navigation here.



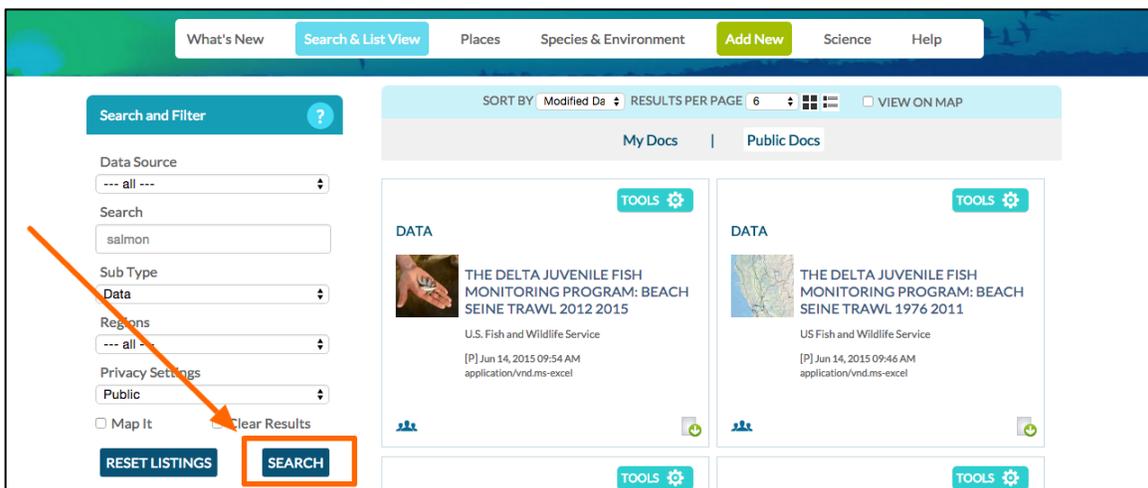
For this example, let's search for all documents that contain "salmon" under the "Data" Type.  
First, type "salmon" into the Search box.



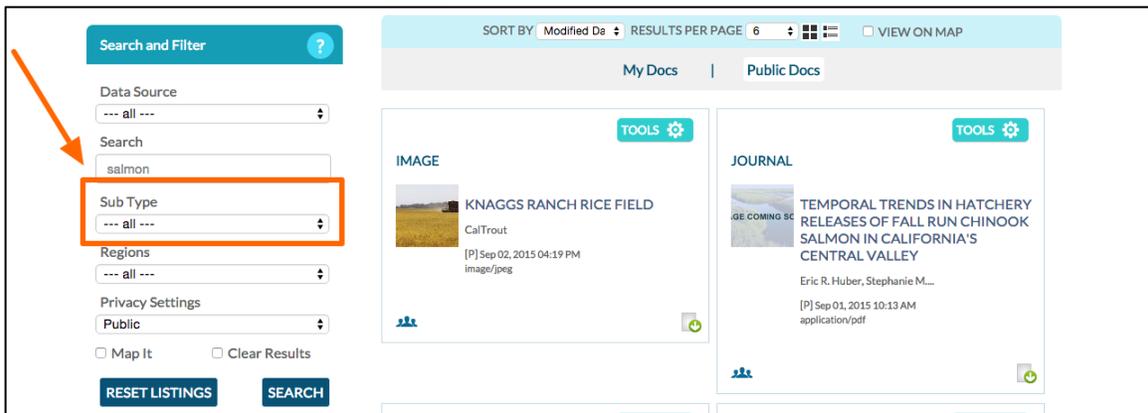
Then choose, “data” under the Sub-Type drop-down menu.



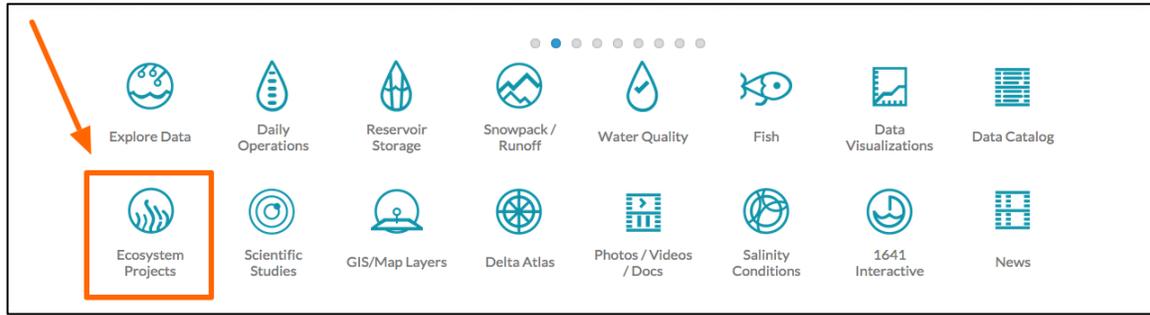
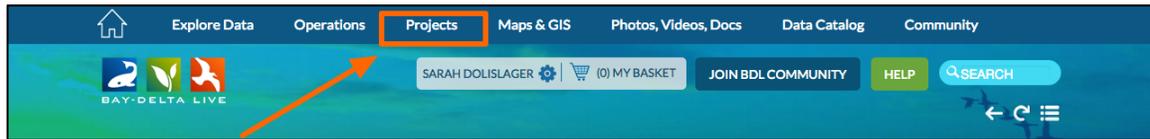
Click, “Search.”



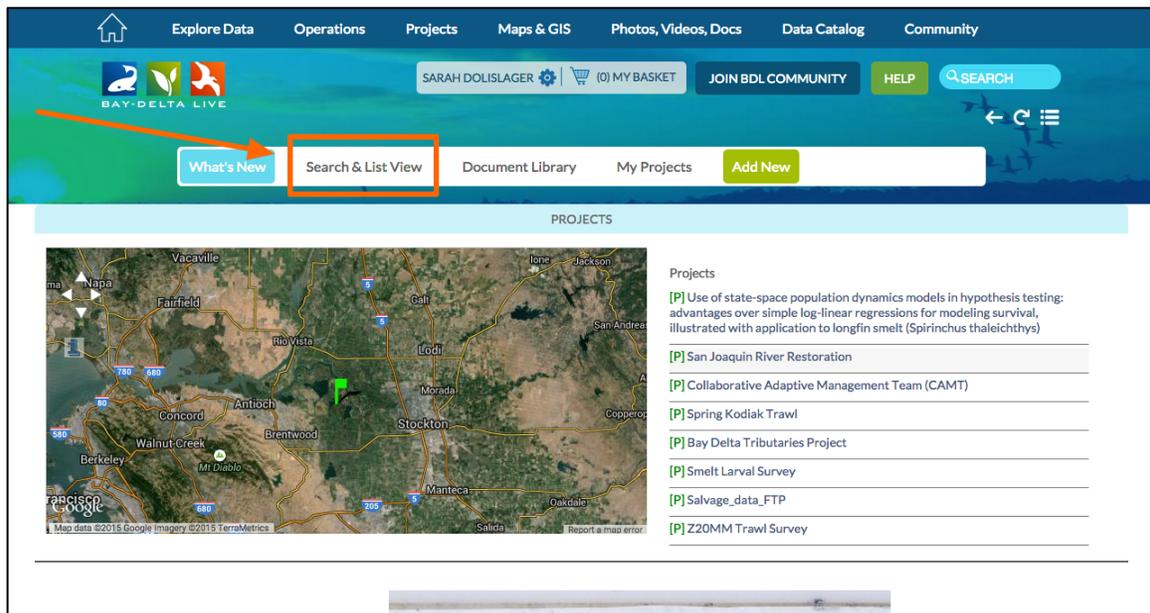
You'll see the results are filtered through the specific search. If you want to make a broader search for “salmon,” just change the Sub-Type back to “All” and the search results will adjust.



For the second example, we'll go into Projects.  
Click on "Projects" at the top of the page or "Ecosystem Projects" from the home page.

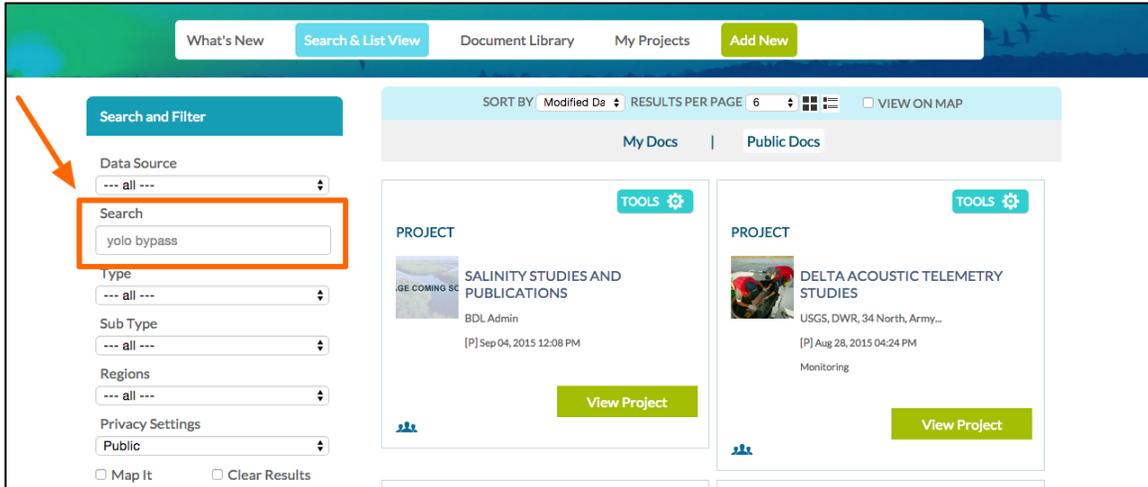


Then choose, "Search & List View" in the sub-navigation.

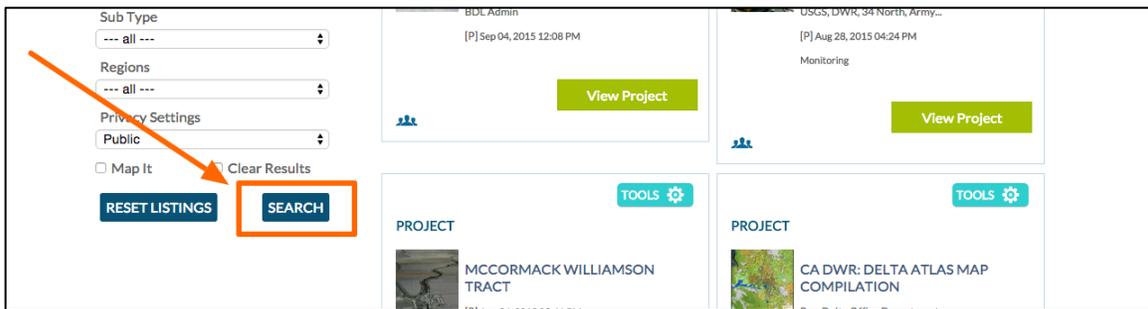


The same search options are available here.  
Let's search for all projects that contain "Yolo Bypass."

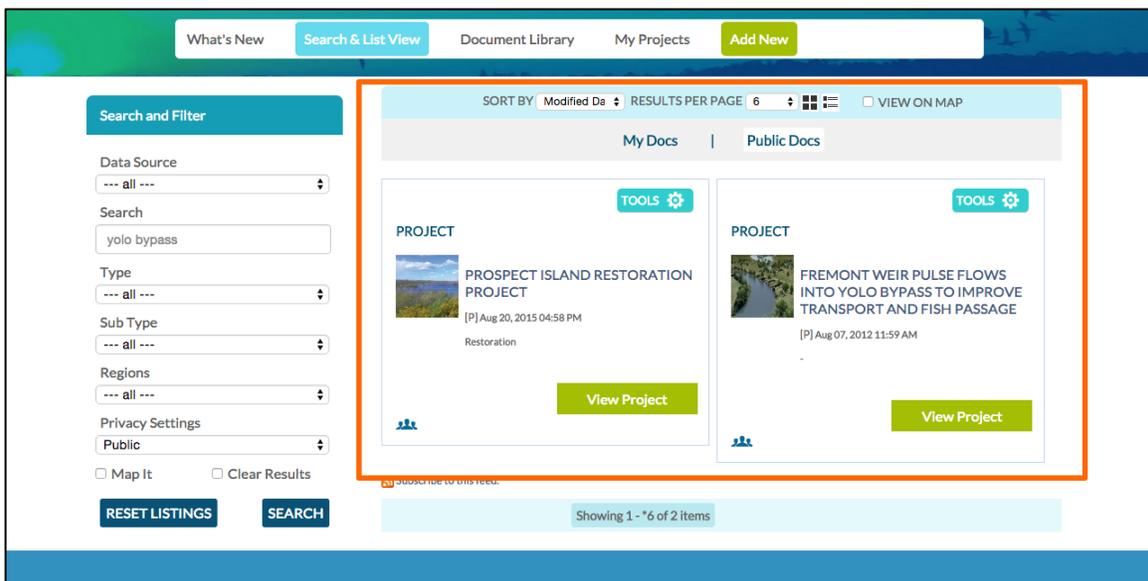
Type "Yolo Bypass" in the search box as a keyword.



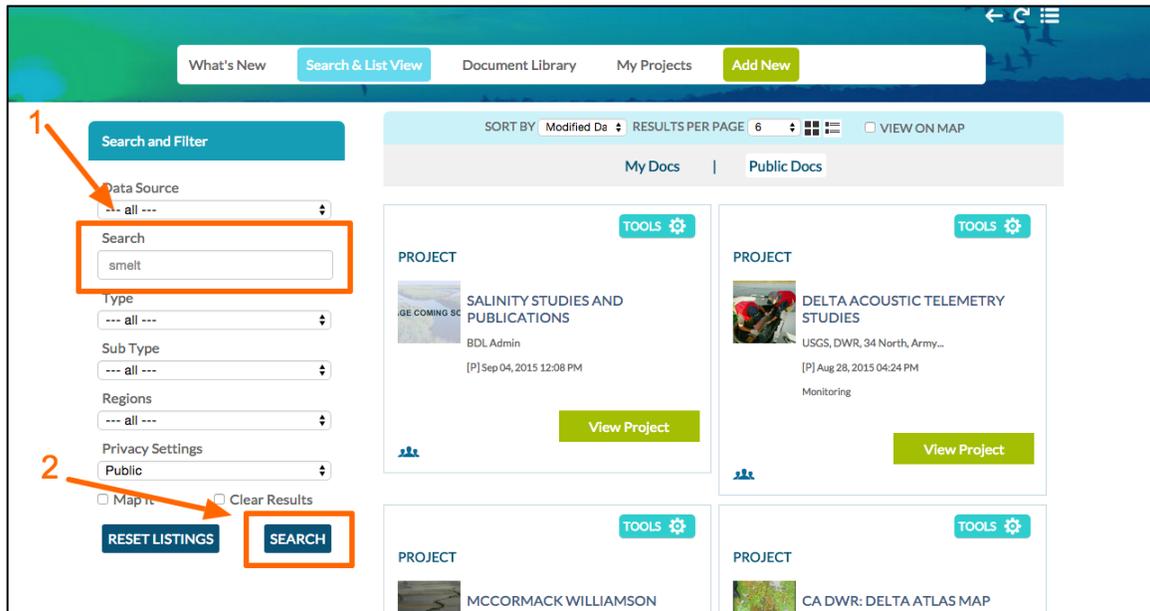
Click, "Search."



The library to the right is now only showing projects that contain "yolo bypass" as a keyword.



Let's do another keyword search in Projects with "smelt."  
Type in "smelt" in the Search box and then click, "search."



Again, the results adjust for the specific search.

If you know the exact title of the document or Project, you can just type that in and the item will come up.

This concludes the "How to Use the Search Function" tutorial.