

HOW TO USE THE SEARCH FUNCTION

In this tutorial, we'll go over the search function options of the Project Library and the Photos/Videos/Docs library, and then show two examples to see it in action.

First, we'll go over the Photos/Videos/Docs library built-in search function.

There are two ways to get to the document library from the homepage. First, you can click on the "Photos/Videos/Docs" icon.



Or, you can click on the Photos/Videos/Docs link at the top of the page.

BAY-DELTA LIVE	-				Sa	rah Dolislager 静	(0) My Basket	Help	Search
	Home Exp	olore Data Ope	rations Projects	Maps & GIS	Photos, Videos, D	ocs Data Catalo	g Community		
			ADM COMMUNITY COMMUNITY COMMUNITY COMMUNITY COMMUNITY COMMUNITY COMMUNITY COMMUNITY COMMUNITY COMMUNITY	in a BI	Managing Sa DL Salinity Data Dash fresh water flow int storage, EC at key	alinity in a D board allows you to v o the Delta along with stations and operatic Learn More	rought isual real time n reservoir ons data.		
				• • • • •	• •				
	Explore Data	Daily Operations	Reservoir Si Storage	nowpack / W Runoff Q	Vater uality Fish	Data Visualizati	Data ons Catalog		

The library will open up to the "Search & List View," as indicated in the sub-navigation.

		Sarah Dolislager 🔅	🕎 (0) My Basket Help 🔍 Search
AY-DELTA LIVE	77.		
Home Explor	e Data Operations Projects Map	s & GIS Photos, Videos, Docs Data Catalo	g Community
4.0	Search & List View Places	Species & Environment Add New Science	Help
Search and Filter	Sort by Modified Date (newest t	o oldest) 🗘 Show 24 🗘	View on Map
Data Source		My Docs Public Docs	
all 💠			
Search			
Media	Image 🌩 Tools	Image 🌩 Tools	Pdf ¢ Tools
all 💠			
Regions	ckish Water Saline		GE COMING SC
all 🜲		and the second sec	1000
Privacy Settings	ppt 30pp		Contraction of the second
Public \$	Salinity Isohalene	Front View of Salmon Spawning	Find and Browse Existing Projects
Map It Clear	[P] Apr 19, 2016 03:08 PM image/jpeg	[P] Apr 19, 2016 12:45 PM image/jpeg	[P] Apr 19: 2016 11:56 AM
Search Reset	لد ن	2 2.	application/pdf
			<u>.</u>
	Pdf tools	Pdf tools	Vnd Ms-

a 🛛 🔨 📐 📉			Sarah Dolislager 🔞	(0) My Basket Help Q Search
BAY-DELTA LIVE				
Home	Explore Data	Operations Projects Map	s & GIS Photos, Videos, Docs Data Cat	alog Community
	What's Now	Search & List View Diasos		
	what sinew	<u>Jearch weist view</u> Plates S	species & Environment Add New Science	е пер
Search and Filter		Sort by Modified Date (newest t	o oldest) 🗘 Show 24	🕈 📰 🖿 View on Map
Data Source			My Docs Public Docs	
all	\$			
Search				
		Image Tools	Image 🌩 Tools	Pdf Tools
Media				
all Regions	÷	mo and the second	SA SA	
		ckish Water Saline		GE COMING SC
Privacy Settings		ant 30m		1 Section Section
Public	¢	Salinity Isohalene	Front View of Salmon Spawning	Find and Browse Existing Projects
Map It Clear		[P] Apr 19, 2016 03:08 PM image/jpeg	[P] Apr 19, 2016 12:45 PM image/jpeg	Tutorial [P] Apr 19, 2016 11:56 AM
Search	eset	0		
		Pdf 🗢 Tools	Pdf Tools	Vnd.Ms-

You can see the built-in search function on the left-hand side.

There are several options here that allow you to make a more advanced search. However, the only required field is the "search" box. **Let's go over the options.**

The **Data Source drop-down menu** option helps you narrow down your search by choosing a specific source.

Data Sauraa				
Data Source				
all		\$		
Search				
			Image	
Media				
all		\$		
Regions				ckish V
all		\$		
Privacy Setting	5			ppt
Public		\$		Salinit
				canne
🗆 Map It	Clear			Apr 19, 2
Search	Rese	et	0	

You can type a keyword into the **Search Box** and the results will show items with that keyword in the title or designated in the keyword box of the item information.

				Sort by	
Data Source					
all		\$	_		
Search					
				Image	
Media		_			
all		\$			
Regions					ckish W
all		\$			
Privacy Setting	5				ppt
Public		\$			Salinity
🗆 Map It	Clear				Apr 19, 20 ima
Search	Re	set		O	

The Media drop-down menu allows you to specify the type of media file.

Data Source				
all		A		
Search		•		
			In	2260
Media				lage
all		¢	-	-
Regions				ckist
all		\$		
Privacy Setting	S			ppt
Public		\$		Salin
🗆 Map It	Clear			Apr 19
Search		Reset		

The **Regions drop-down menu** allows you to search for items in specific geographical regions.

			Sort by	
Data Source				
all		\$		
Search				
			Image	
Media				
all		\$		
Regions				ckish V
all		\$		-
Privacy Setting	J			ppt
Public		\$		Salinit
🗆 Map It	Clear			Apr 19, 2 im
Search		Reset	0	

The **Privacy Settings drop-down menu** allows you to specify your search within the public documents or your private documents.

Data Source				
all		\$		
Search				
			Image	
Media				
all		\$		
Regions				ckish
all		\$		
Privacy Settings	5			ont
Public		\$		Salini
				4 10
Map It	Clear			Apr 19, ii
Search		Reset	C	

Now, we'll go over the Project Library built-in search function.

There are two ways to get to the Project Library from the homepage. First, you can **click on the "Ecosystem Projects" icon.**



Or, you can **click on the Projects link** at the top of the page.



Then click on the "Search & List View" button in the sub-navigation.



You can see the built-in search function on the left-hand side.

	State of the second state	Sarah Dolislager 🔅 📔	🐺 (0) My Basket Help 🔍 Search
BAY-DELTA LIVE	74.		x++++++++++++++++++++++++++++++++++++
Home Explore D	ata Operations Projects Maps & C	GIS Photos, Videos, Docs Data Catalog	g Community
	What's New <u>Search & List View</u> Docur	nent Library My Projects Add New	
Search and Filter	Sort: Modified Da 🕈 Show: 24 🗘	🗰 Grid 🛛 🎫 List 🗖 Map	
Data Source	•	My Docs Public Docs	
all 💠			
Search			
	Project * Tools	Project Tools	Project Tools
lype			
all 🗘			Same and the second sec
	No. of Concession, Name		GE COMING SC
Regions			a the second second
all \$	Fish Barrier at the Knights Landing	The Nigiri Project: Salmon Habitat	Wallace Weir Improvement Project,
Privacy Settings	Outfall Gates (KLOG, Reclamation	on Rice Fields	Reclamation District 108
Public 🗘	District 108)	[P] Mar 28, 2016 08:12 PM	Reclamation District 108
□ Map It □ Clear	Apr 19, 2016 02:54 PM	Research	[P] Mar 23, 2016 02:55 PM
Search Reset	View Project	View Project	Restoration
			View Project

The **Data Source drop-down menu** option helps you narrow down your search by choosing a specific source.

		_		
Data Source			-	
all		\$	_	
Search				
				Project
Туре				
all		\$		
Sub Type				
all		\$		
Regions				
all		\$		Fish Ba
Privacy Settings	5			Outfal
Public		\$		
Map It	Clear			

You can type a keyword into **the Search box** and the results will show items with that keyword in the title or as a designated keyword in the keyword box of the item information.

The "Type" and "Sub-type" drop-down menus are correlated with the specifications the user selected in the item's information. If you are not sure, keep your search broad and don't select anything.

earch and Fil	ter		S	ort: Modifi
Data Source				
all		\$	_	
Search				
				Project
Туре				
all		\$		
Sub Type				
all		\$		
Regions				
all		\$		Fish Ba
Privacy Settings	5			Outfal
Public		\$		
Map It	🗆 Clear	r		
Search		Reset		

The Regions drop-down menu allows you to search for items in specific geographical regions.

Search and Fil	ter	9	Sort: Modif
Data Source			
all	:	•	
Search			
			Project
Туре			
all	:	•	
Sub Type			
all	:		
Regions			
all	:	•	Fish Ba
Privacy Settings	,		Outfal
Public	:	•	
🗆 Map It	Clear		
Search	Reset		

The Privacy Settings drop-down menu allows you to specify your search within the public documents or your private documents.

earch and Filt	er	S	ort: Modifi
Data Source			
all		\$ -	
Search			
			Project
Туре			
all		\$	
Sub Type			
all		\$	
Regions			
all		\$	Fish Ba
Privacy Settings			Outfal

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

Click on the "Photos/Videos/Docs" icon on the homepage.



				s	arah Dolislager 🔅 🗎 🤉	🦷 (0) My Basket Help	Q Search← C⁴
		74.				21t	
	Home Explore	e Data Operations	Projects Maps &	GIS Photos, Videos, E	Docs Data Catalog	Community	
	What'	s Nc. Search & List V	<u>iew</u> Places Spe	ecies & Environment Ac	dd New Science	Help	
earch and Filter		Sort: Modified Da 🛊	Show: 24	🕻 🔠 Grid 🔠 List	🗆 Мар		
Data Source				My Docs	Public Docs		
all	\$						
Search							
		Image	💠 Tools	Image	Tools	Pdf	🗢 Tools
Media			No. of Concession, Name				
all	\$	and the second se	AT LOSS	1 100		and the second second	
Regions		CRISH V	fater Saline		1.1	GE COMIN	GSC
all	\$		70			14.4.2	
Privacy Settings		ppt	30pp			1 10 10 10 10 10 10 10 10 10 10 10 10 10	
Public	\$	Salinity	in the Delta	Front View of Sal	mon Spawning	Find and Browse Exi	sting Projects
		Apr 20, 2	016 11:29 AM	Apr 19, 2016	12:45 PM	[P]	
Map It 0	Clear	im	age/jpeg	image/j	peg	Apr 19, 2016 11 application/	:56 AM
Search	Reset	U		U		O	
		Pdf	🏟 Tools	Pdf	🌣 Tools	Vnd.Ms-	Tools

It will open up to the "Search & List View," as shown in sub-navigation.

For this example, let's search for all documents that contain "salmon" under the "Image" Media Type.

First, type "salmon" into the Search box.

Then choose, "Image" under the Media drop-down menu.

Data Source			
all		\$	
Search			
salmon			Im
Media			
Image		\$	
Regions			
all		\$	
Privacy Setting	S		
Public		\$	
Map It	Clear		
Search		Reset	0

Click, "Search."

all 😫	
Search	
salmon	In
Media	
Image 🔶	
Regions	
all 💠	
Privacy Settings	
Public \$	

You'll see the results are filtered through the specific search.

If you want to make a broader search for "salmon," just change the Media drop-down menu back to "All" and the search results will adjust.

	•	
		Image
	\$	
	\$	
	\$	Fro
Class.		
		÷

For the second example, we'll go into the Project library.

	Sec.	Sarah Dolislager 🍄	🐺 (0) My Basket Help 🔍 Search
BAY-DELTA LIVE			
Home Explo	re Data Operations Projects Maps & (GIS Photos, Videos, Docs Data Catalo	g Community
Wha	t's New <u>Search & List View</u> Places Spec	ies & Environment Add New Science	Help
Search and Filter	Sort: Modified Da 🕈 Show: 24 🗘	III Grid III List 🛛 Map	
Data Source		My Docs Public Docs	
all \$			
Search			
salmon	Image 🌣 Tools	Pdf 🌣 Tools	Pdf 🗢 Tools
Media			
all 🗘			
Regions		GE COMING SC	GE COMING SC
all 🔶	100 mg		
Privacy Settings	1 1 1 K	Contraction of the second	Contraction of the second
Public 🔶	Front View of Salmon Spawning	USFW Delta Juvenile Fish	2012 and 2013 Annual Report for
Map It Clear Search Reset	[P] Apr 19, 2016 12:45 PM image/jpeg	Monitoring Program Review [P] Feb 18, 2016 11:43 AM application/pdf	the Juvenile Fish Monitoring Program (P) Feb 18, 2016 11:40 AM application/pdf
	Pdf 🗢 Tools	Pdf & Tools	Tools

Click on the "Projects" in the top bar or "Ecosystem Projects" from the homepage.







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.

Data Source		
all	*	
Search		
Yolo Bypass		Pro
туре		
all	\$	
Sub Type		
all	\$	
Regions		
all	\$	Fis
Privacy Settings		Ou
Public	\$	

Click, "Search."

Data Source		
all	*	
Search		
Yolo Bypass		Proj
Туре		
all	\$	
Sub Type		
all	\$	
Regions		
all	\$	Fish
Privacy Settings		Ou
Public	\$	

The library to the right is now only showing public projects that contain "Yolo Bypass" as a keyword or in the project title.

Data Source		My Docs Public Docs	
Search Yolo Bypass	Project • Tools	Project 🌣 Tools	Project © Tools
Type	المعادمة الم المعادمة المعادمة الم المعادمة المعادمة المعا معادمة المعادمة المعادمة معادمة المعادمة معادمة معادمة معادمة معادمة معادمة معادمة معادمة معادمة معادمة معادمة معادمة معادمة معادمة معادمة معادمة معادم معادمة معادمة معاممة معادمة معا	المعالم المعالم المعالم المعالم المعالم المعالم المعالم المعالم المعالم المعالم المعالم المعالم المعالم المعالم المعالم المعالم	GE COMING SC GE COMING SC Wallace Weir Improvement Project, Reclamation District 108 Reclamation District 108 [P] Mar 23, 2016 0:55 PM Restoration View Project
	Project • Tools	Project Tool	<u>ık</u>

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

earch and Filter	Sort: Modi
Data Source	
all	\$
Search	
smelt	Projec
T.,	
all	\$
Sub Type	
all	\$
Regions	
all	\$ Fish B
Privacy Settings	Outfa
Public	\$

all	Proje
smelt ype	Proje
smelt ype all	Proje
ype	
all 🔶	
ub Type	
all 🗘	
Regions	
all 🗘	Fish E
Privacy Settings	Outfa
Public \$	

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.