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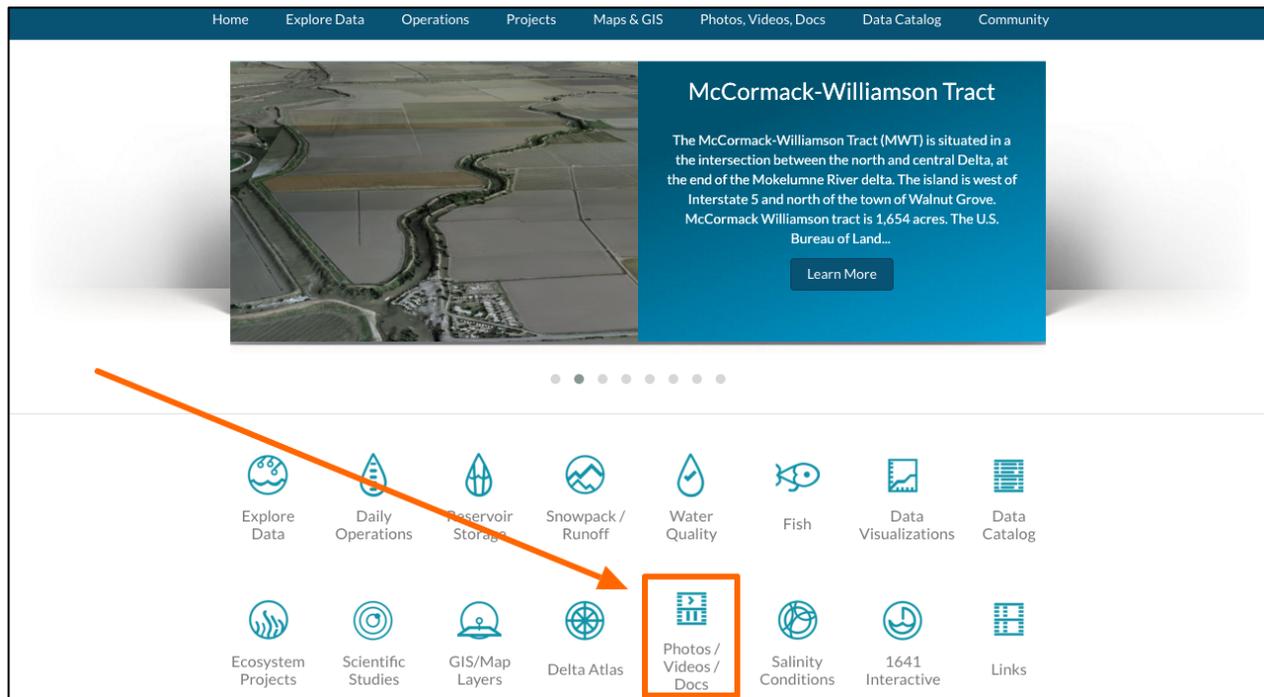
Tutorials

HOW TO USE THE SEARCH FUNCTION

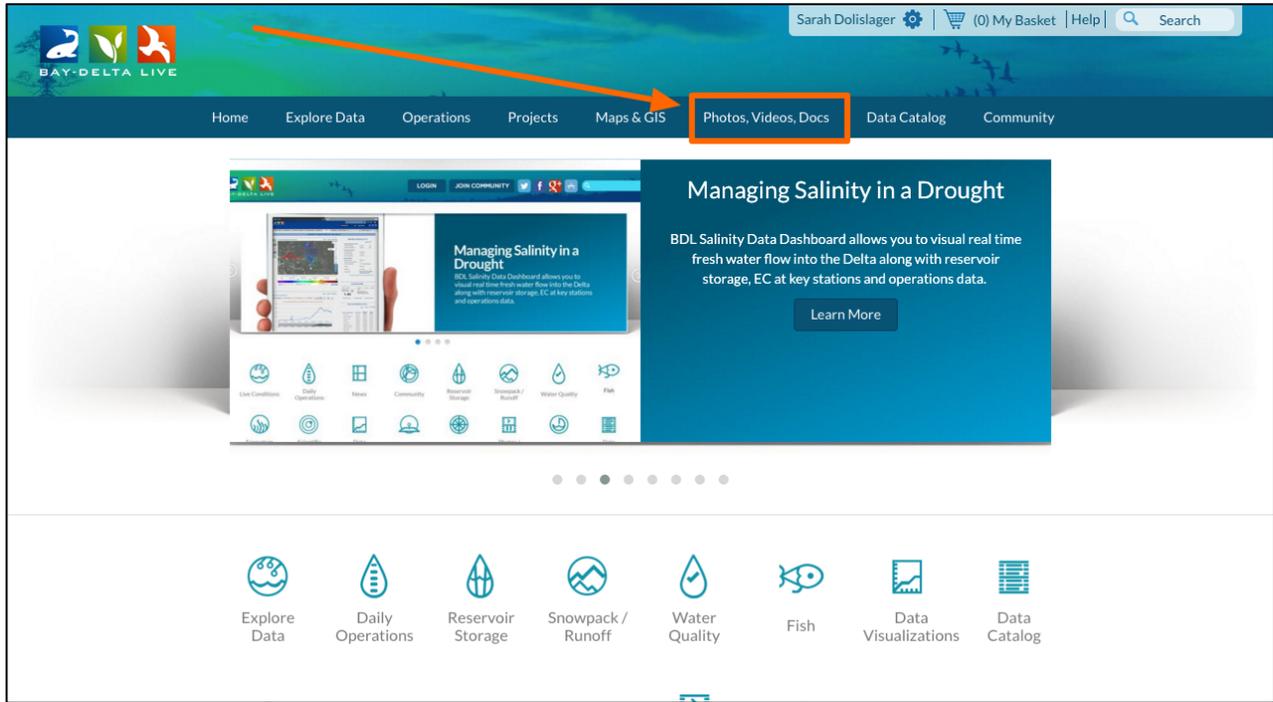
In this tutorial, we'll go over the search function options of the Project Library and the Photos/Videos/Docs library, and then show two examples to see it in action.

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

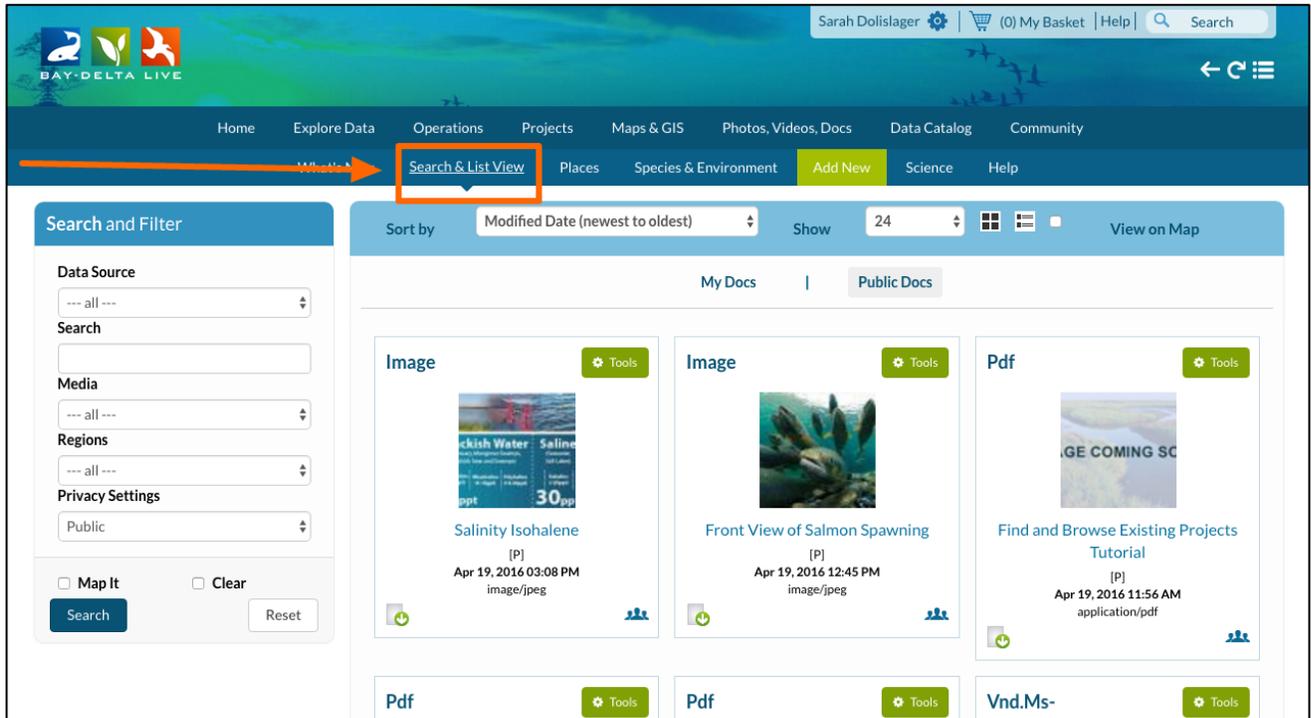
There are two ways to get to the document library from the homepage. First, you can click on the "Photos/Videos/Docs" icon.



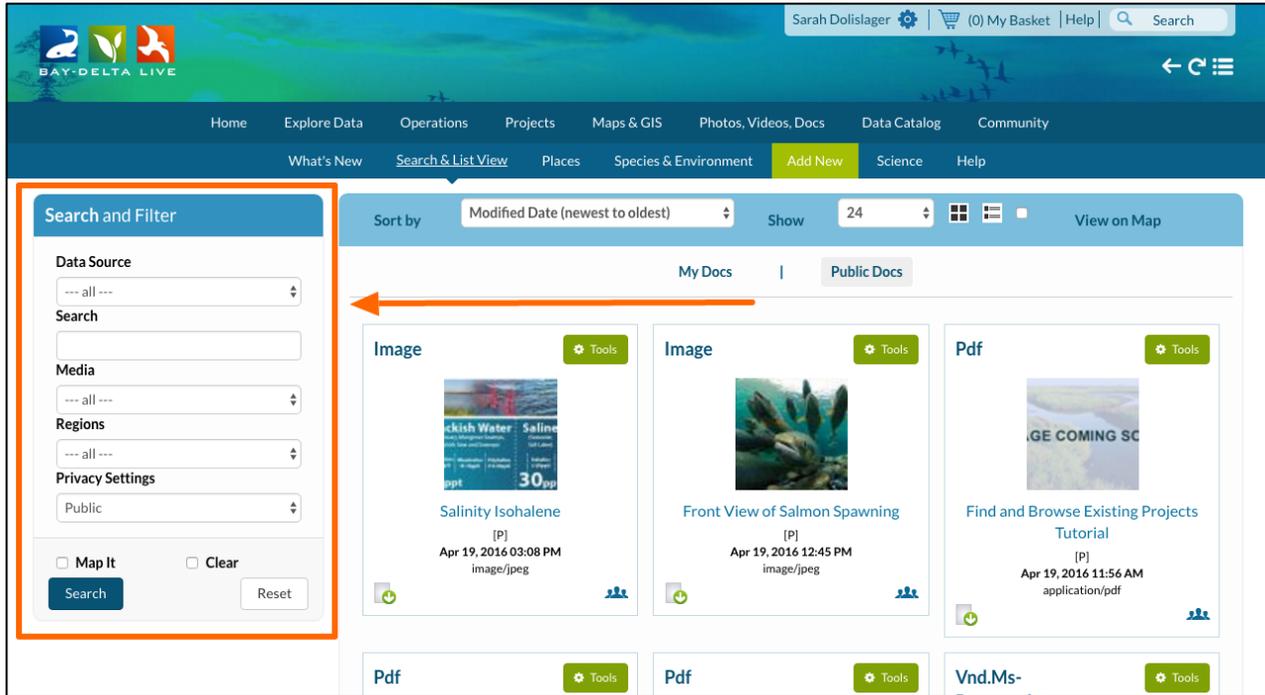
Or, you can click on the Photos/Videos/Docs link at the top of the page.



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



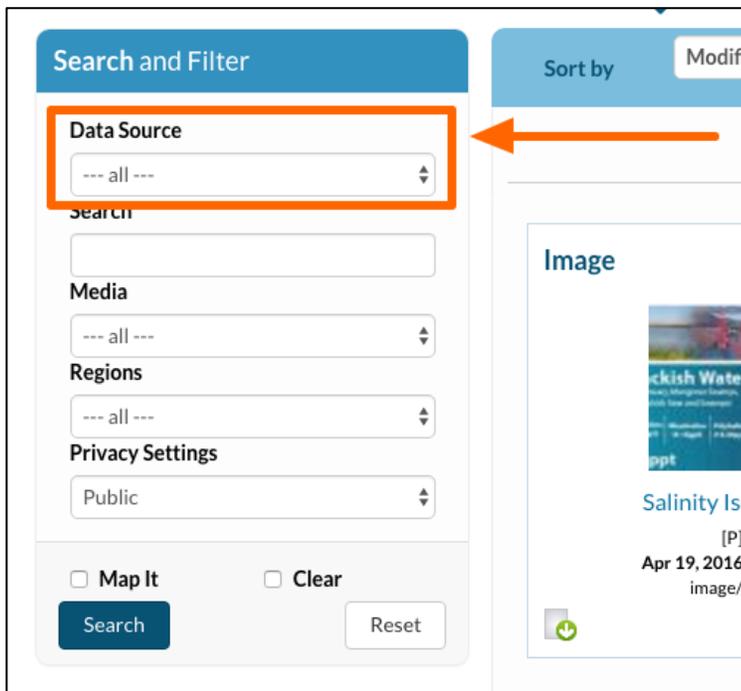
You can see the built-in search function on the left-hand side.



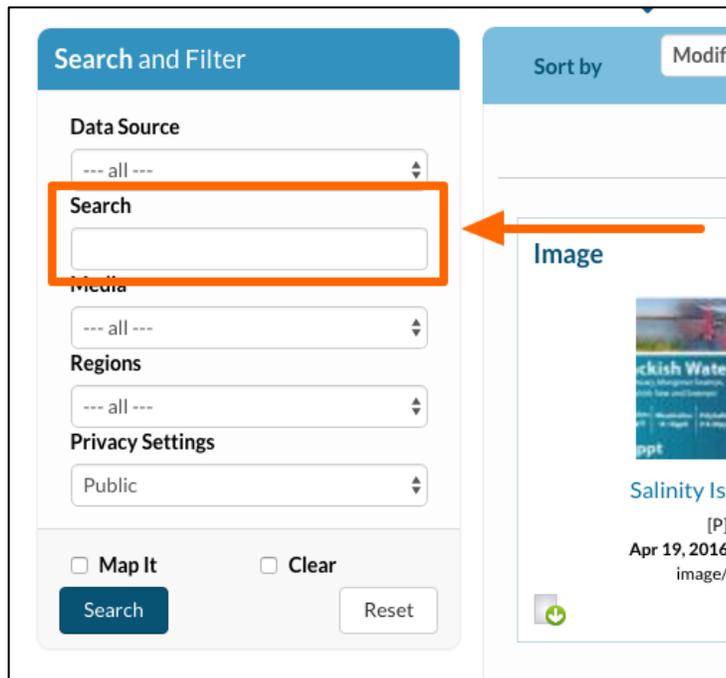
There are several options here that allow you to make a more advanced search. However, the only required field is the "search" box.

Let's go over the options.

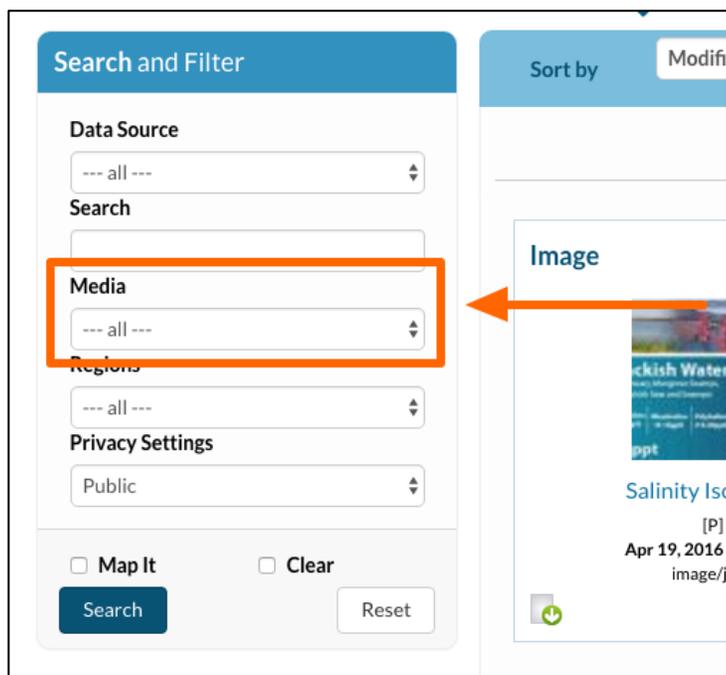
The **Data Source** drop-down menu option helps you narrow down your search by choosing a specific source.



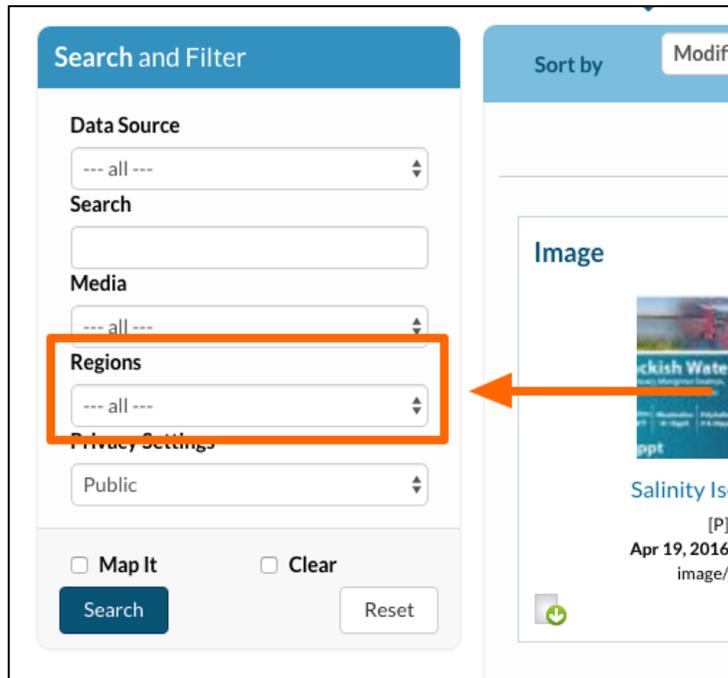
You can type a keyword into the **Search Box** and the results will show items with that keyword in the title or designated in the keyword box of the item information.



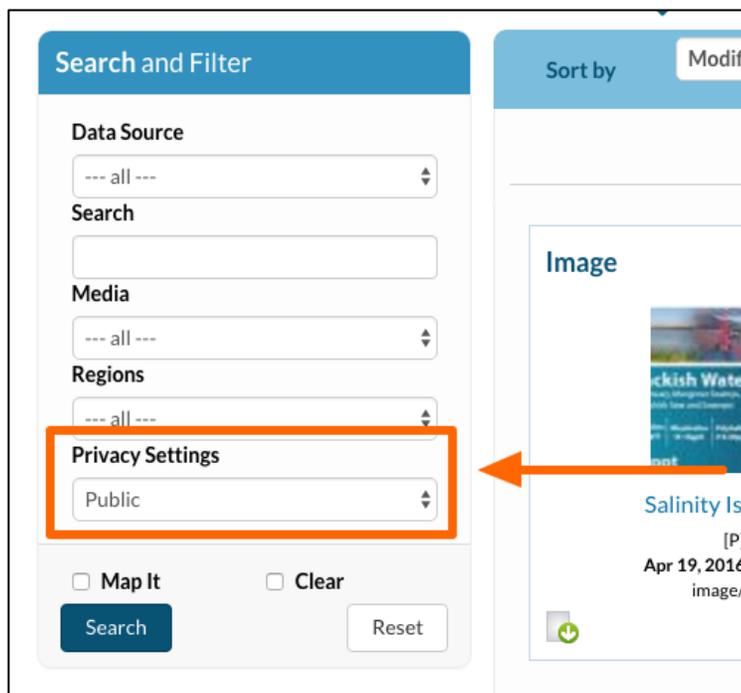
The **Media drop-down menu** allows you to specify the type of media file.



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

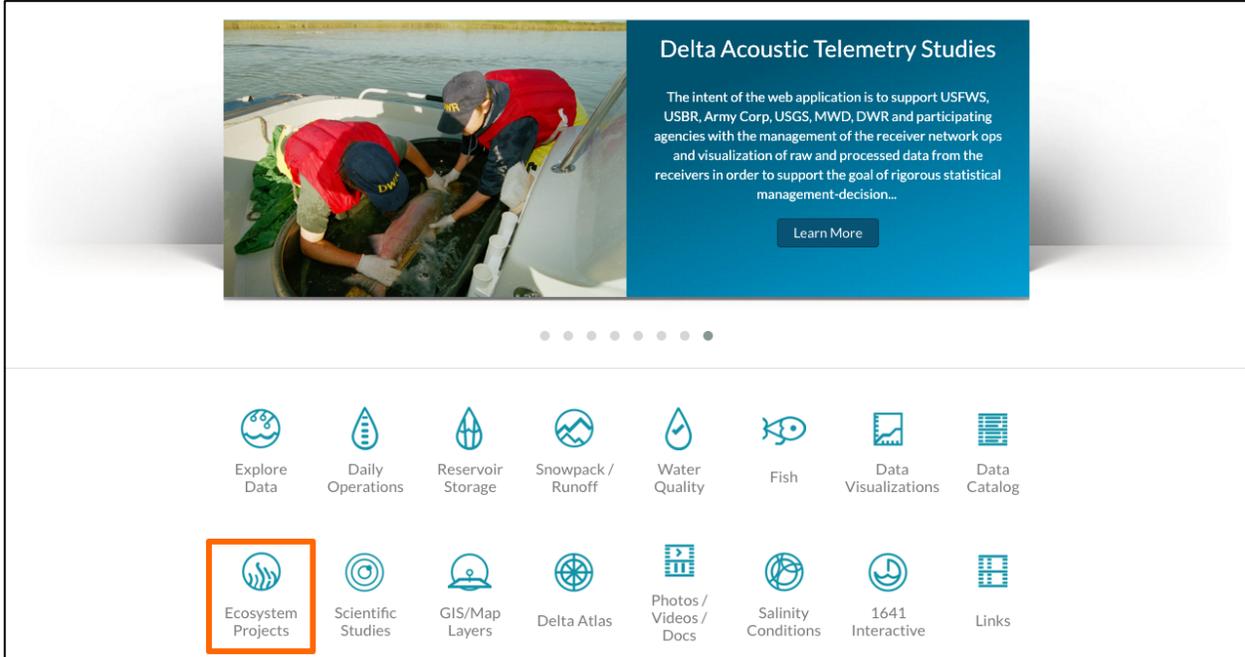


The **Privacy Settings drop-down menu** allows you to specify your search within the public documents or your private documents.

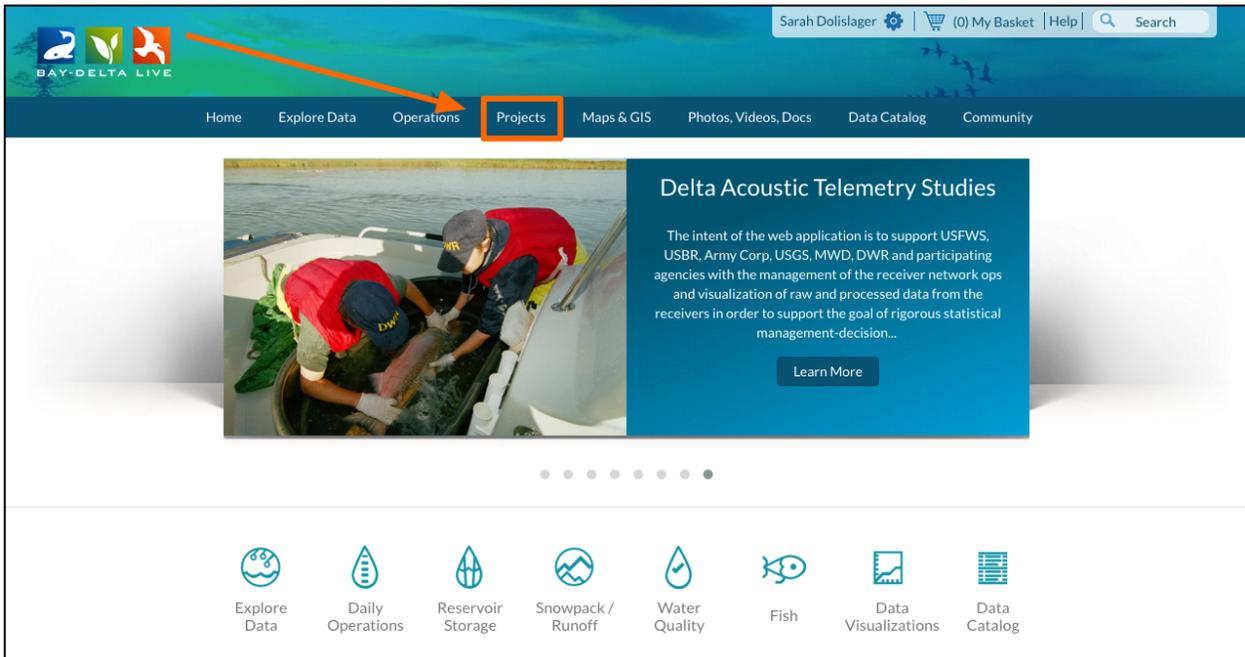


Now, we'll go over the Project Library built-in search function.

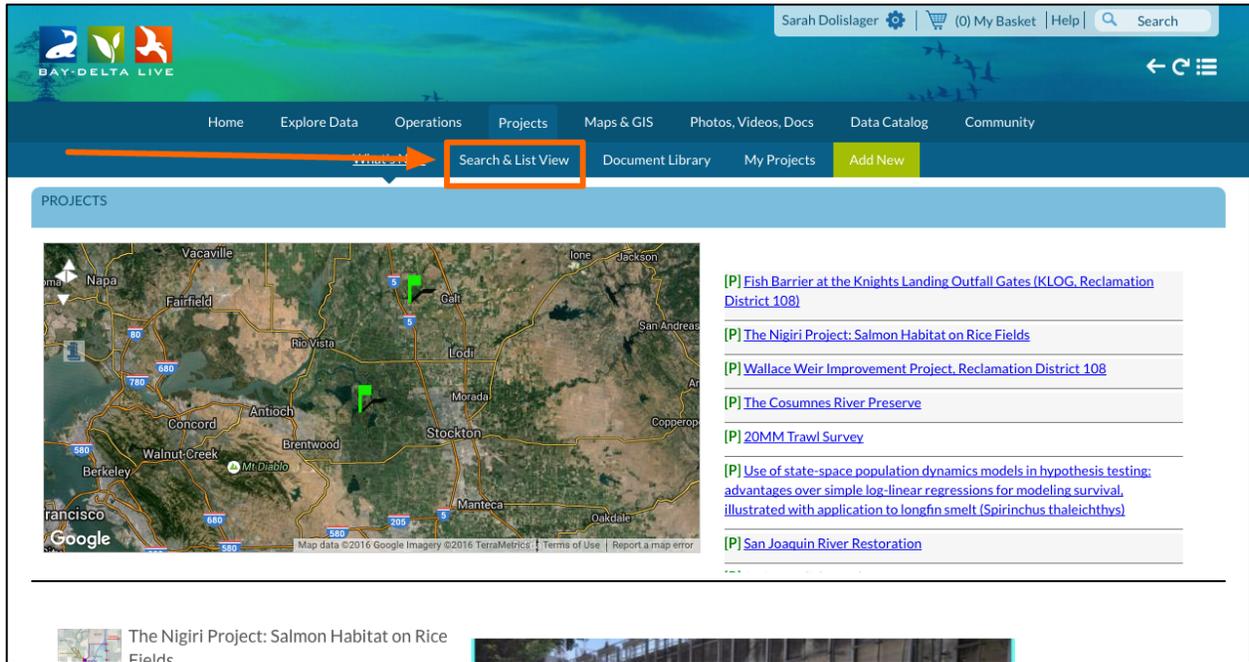
There are two ways to get to the Project Library from the homepage. First, you can click on the "Ecosystem Projects" icon.



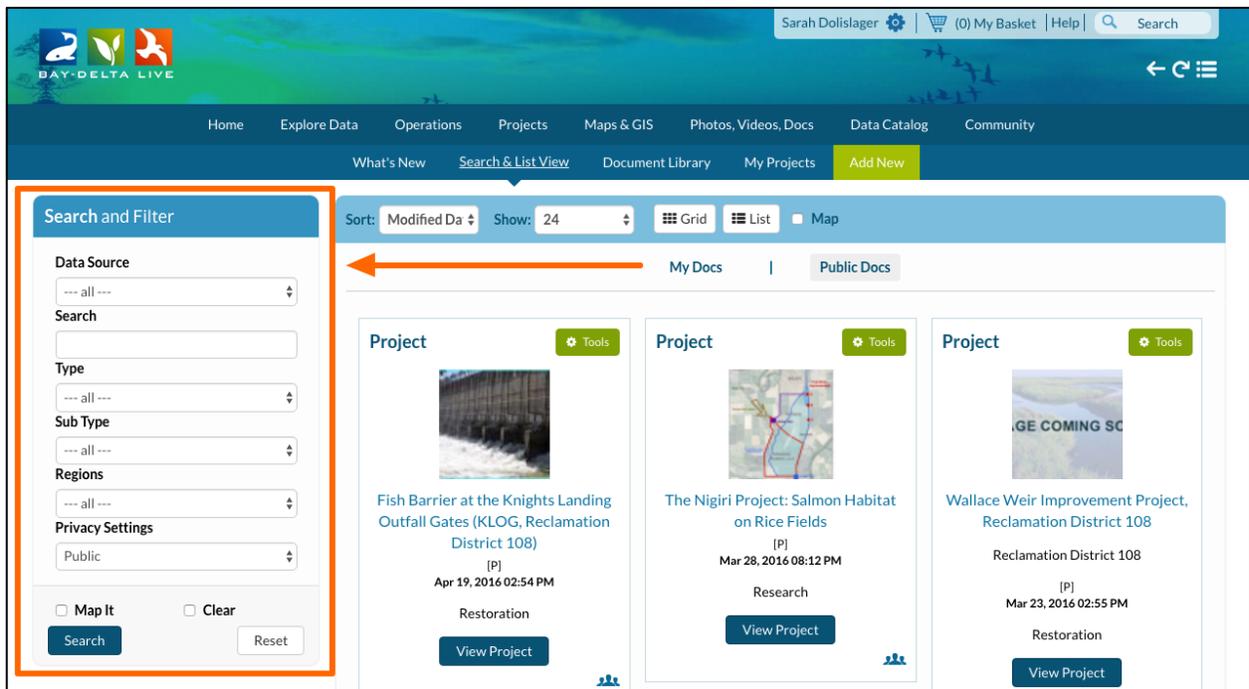
Or, you can click on the Projects link at the top of the page.



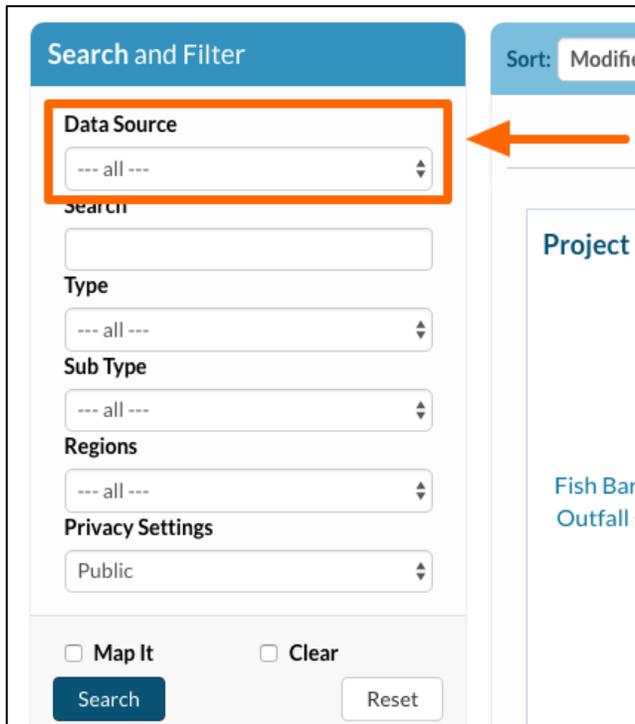
Then click on the "Search & List View" button in the sub-navigation.



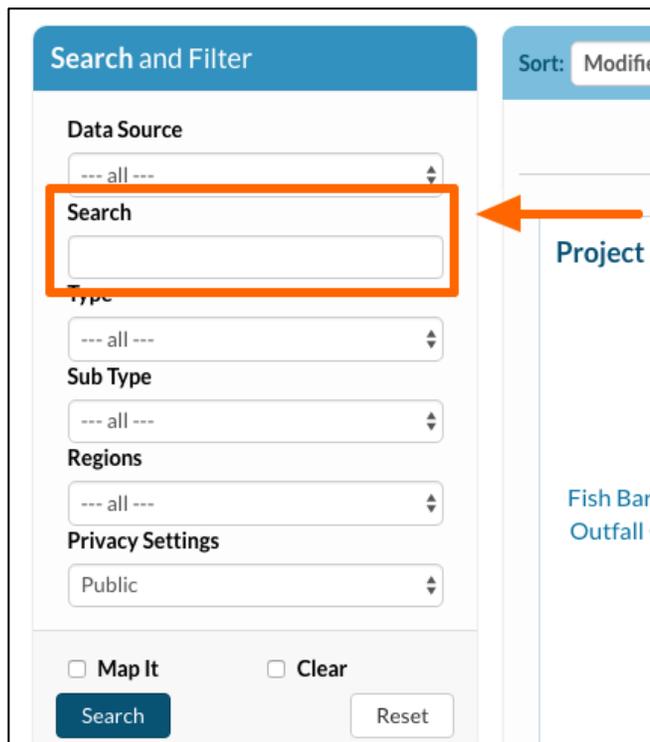
You can see the built-in search function on the left-hand side.



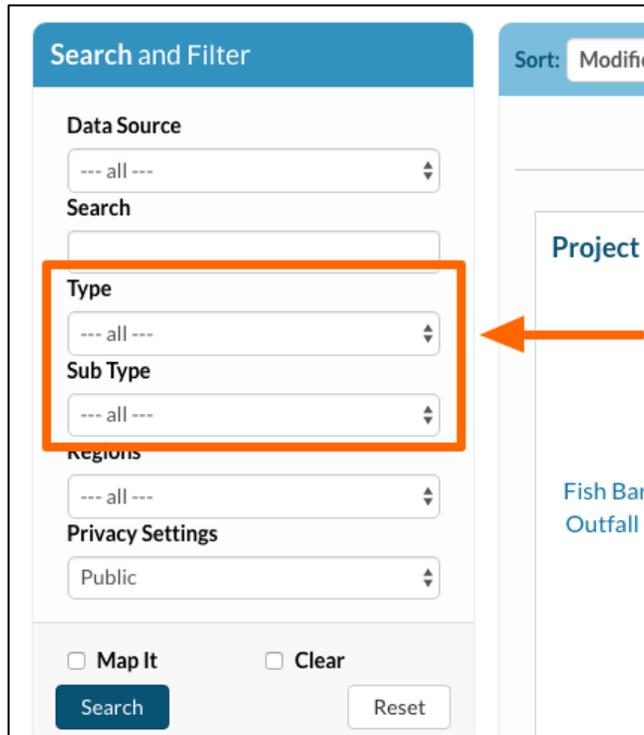
The **Data Source drop-down menu** option helps you narrow down your search by choosing a specific source.



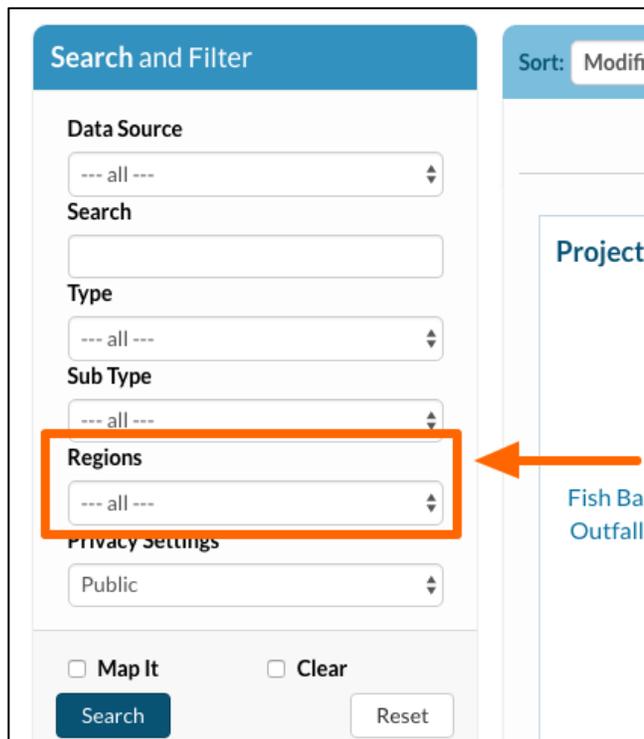
You can type a keyword into **the Search box** and the results will show items with that keyword in the title or as a designated keyword in the keyword box of the item information.



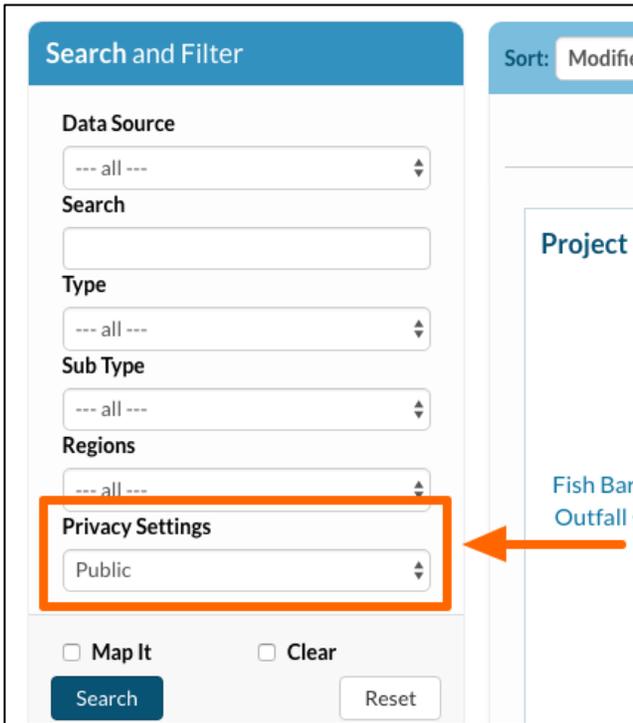
The “Type” and “Sub-type” drop-down menus are correlated with the specifications the user selected in the item’s information. If you are not sure, keep your search broad and don’t select anything.



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

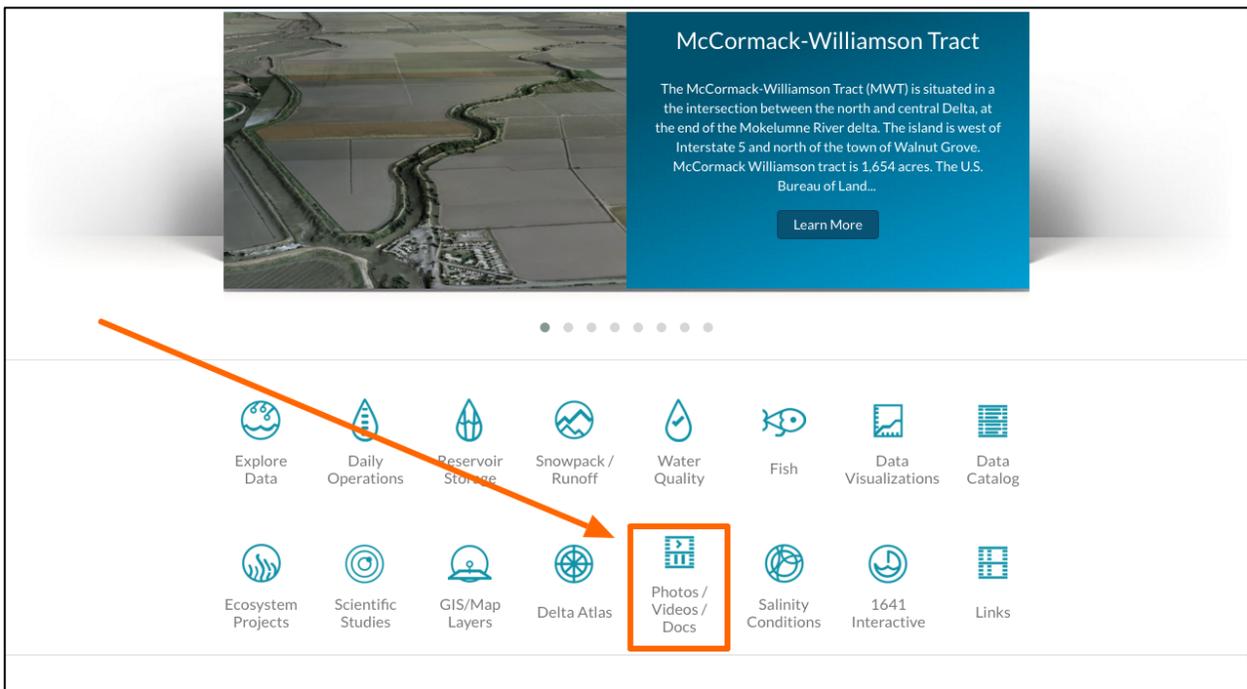


The Privacy Settings drop-down menu allows you to specify your search within the public documents or your private documents.

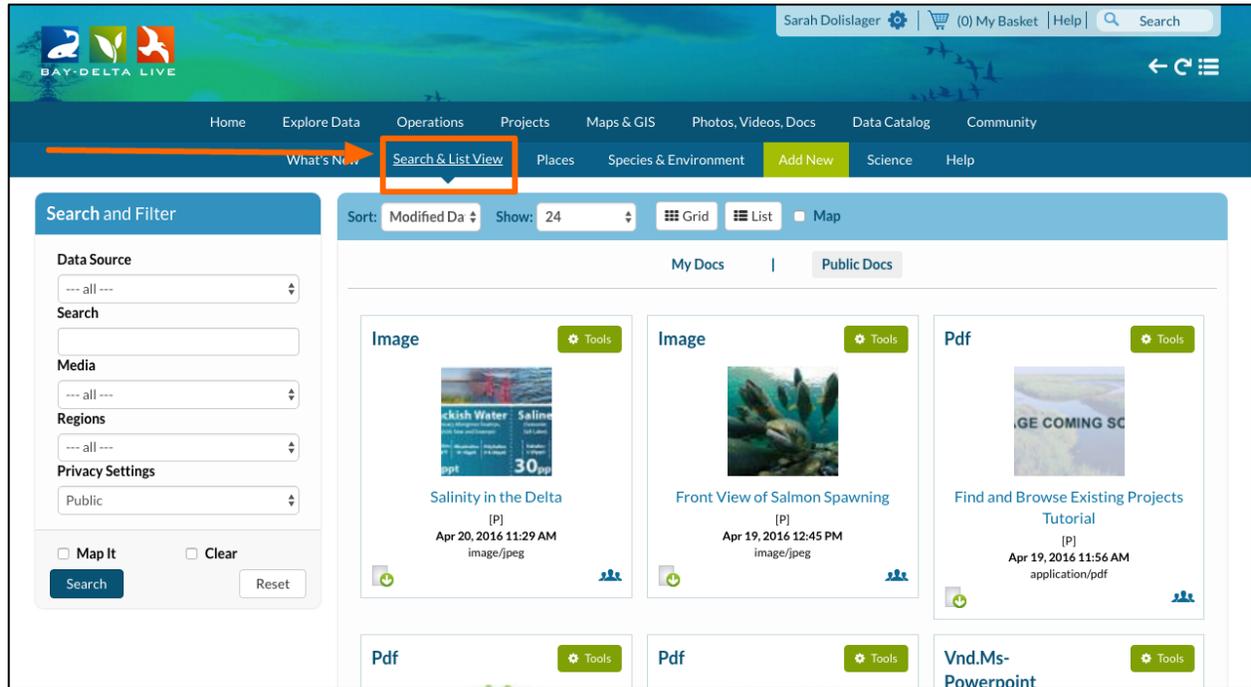


For the first example, we'll start in the "Photos/Videos/Docs" library.

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



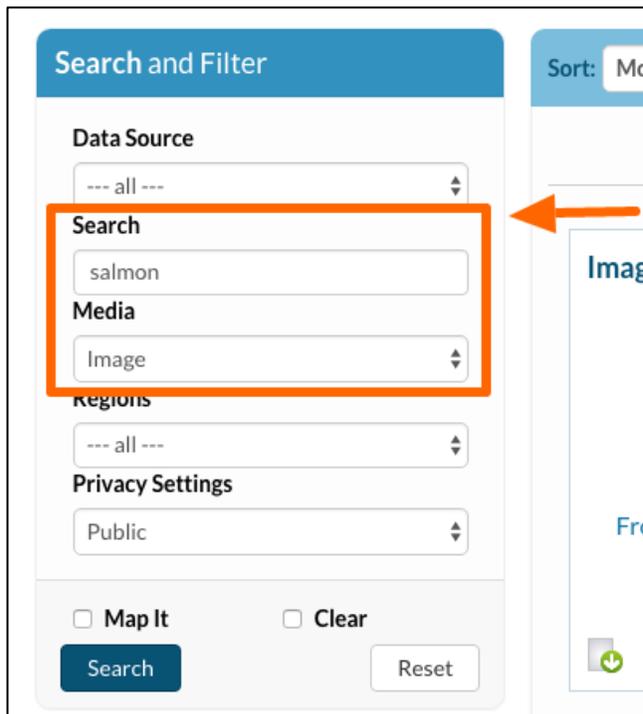
It will open up to the “Search & List View,” as shown in sub-navigation.



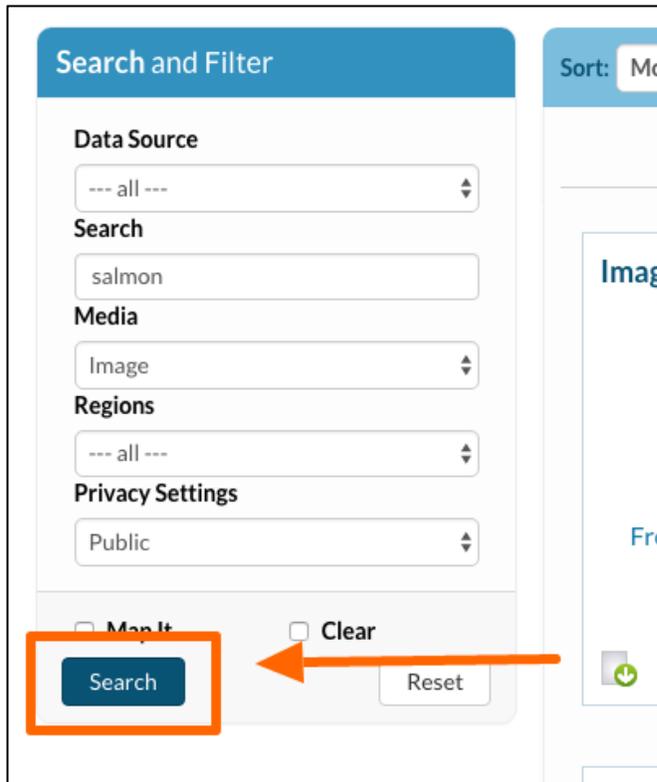
For this example, let's search for all documents that contain “salmon” under the “Image” Media Type.

First, type “salmon” into the Search box.

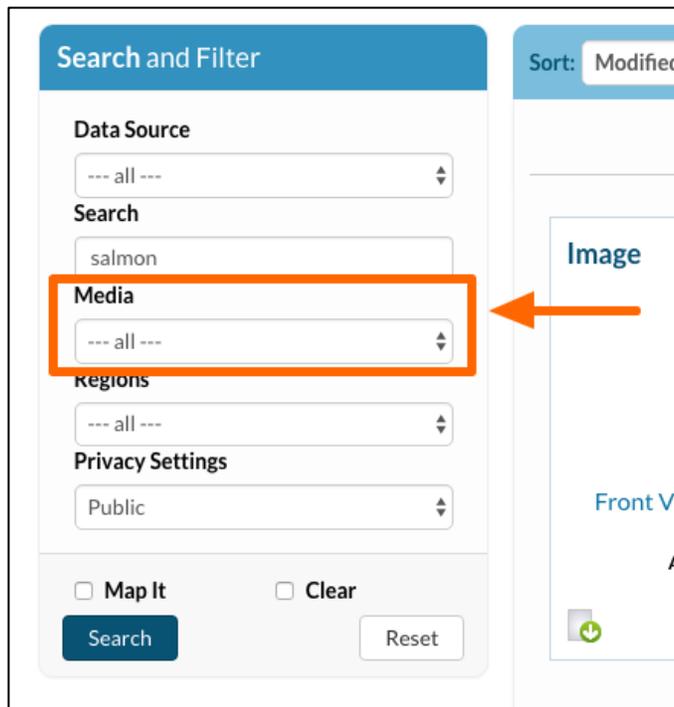
Then choose, “Image” under the Media drop-down menu.



Click, "Search."

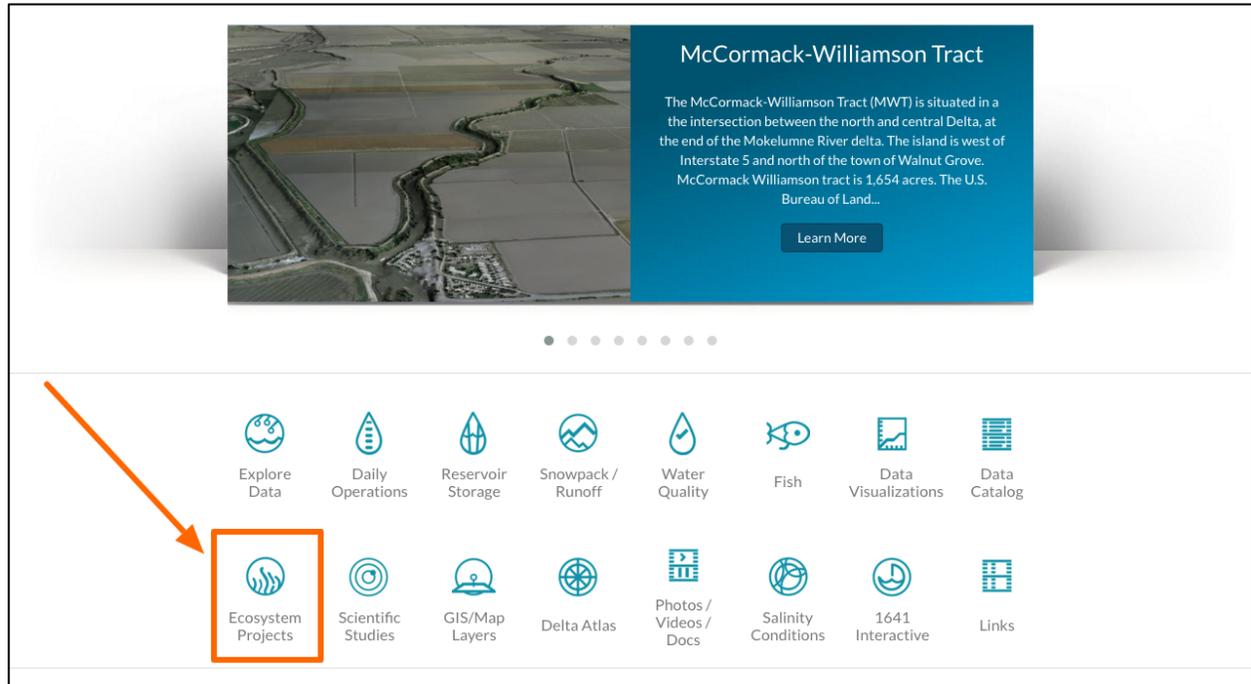
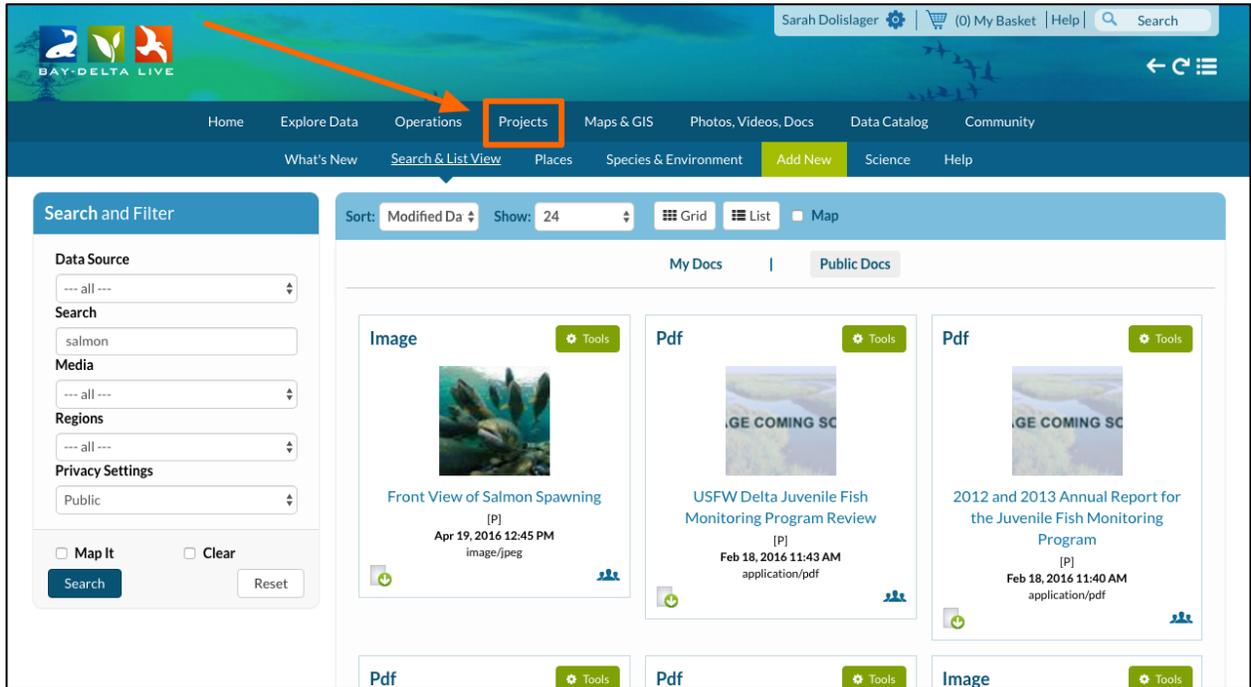


You'll see the results are filtered through the specific search. If you want to make a broader search for "salmon," just change the Media drop-down menu back to "All" and the search results will adjust.



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

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



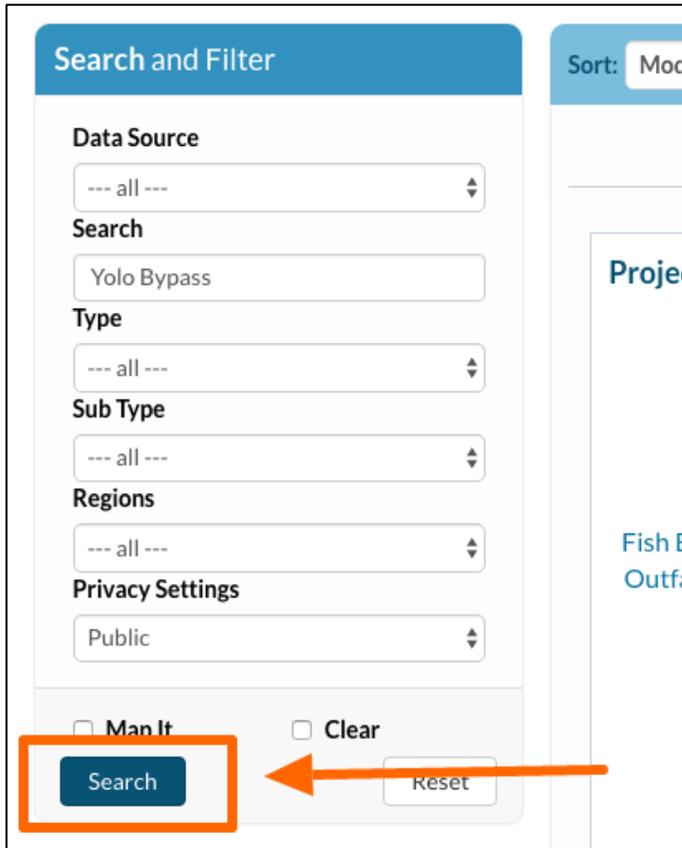
Then choose, "Search & List View" in the sub-navigation.

The screenshot shows the Bay-Delta Live website interface. At the top, there is a navigation bar with the following items: Home, Explore Data, Operations, **Projects**, Maps & GIS, Photos, Videos, Docs, Data Catalog, and Community. Below this, a sub-navigation bar contains: **Search & List View** (highlighted with an orange box), Document Library, My Projects, and Add New. The main content area is titled 'PROJECTS' and features a map of the San Francisco Bay Area on the left and a list of project links on the right. The project links include: Fish Barrier at the Knights Landing Outfall Gates (KLOG, Reclamation District 108), The Nigiri Project: Salmon Habitat on Rice Fields, Wallace Weir Improvement Project, Reclamation District 108, The Cosumnes River Preserve, 20MM Trawl Survey, Use of state-space population dynamics models in hypothesis testing: advantages over simple log-linear regressions for modeling survival, illustrated with application to longfin smelt (Spirinchus thaleichthys), and San Joaquin River Restoration. Below the map, there is a thumbnail for 'The Nigiri Project: Salmon Habitat on Rice Fields'.

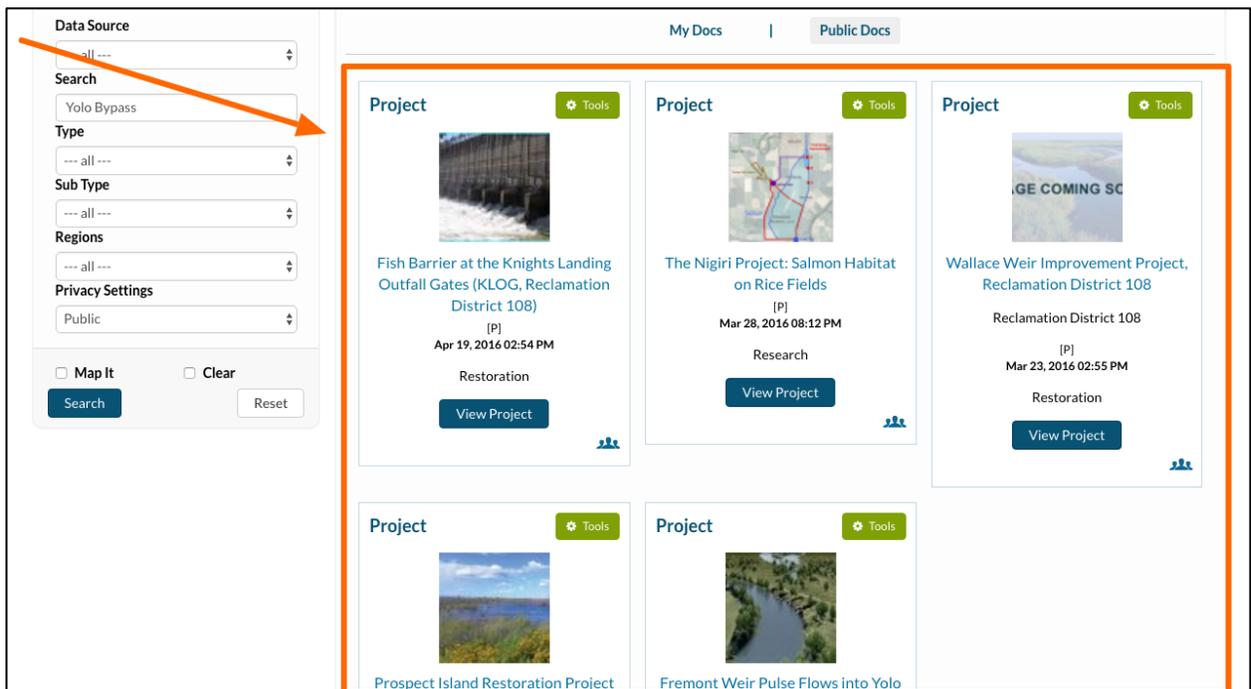
The same search options are available here.
Let's search for all projects that contain "Yolo Bypass."
Type "Yolo Bypass" in the search box as a keyword.

The screenshot shows the 'Search and Filter' sidebar on the website. It includes several filter sections: Data Source (set to '--- all ---'), Search (containing 'Yolo Bypass' and highlighted with an orange box), Type (set to '--- all ---'), Sub Type (set to '--- all ---'), Regions (set to '--- all ---'), and Privacy Settings (set to 'Public'). To the right of the sidebar, there is a 'Sort: Mod' dropdown and a partial view of a project card titled 'Project' and 'Fish B'.

Click, "Search."



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



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

The screenshot shows the 'Search and Filter' panel on the left side of a web interface. The panel contains several filter categories: 'Data Source' (dropdown menu), 'Search' (text input field containing 'smelt'), 'Type' (dropdown menu), 'Sub Type' (dropdown menu), 'Regions' (dropdown menu), and 'Privacy Settings' (dropdown menu). An orange rectangular box highlights the 'Search' input field, and an orange arrow points from the right towards this box. To the right of the panel, a 'Sort: Modifi' dropdown is visible, and a 'Project' list is partially shown with items like 'Fish Ba' and 'Outfall'.

This screenshot shows the same 'Search and Filter' panel as above, but with the 'Search' button highlighted. The 'Search' input field still contains 'smelt'. At the bottom of the panel, there are three buttons: 'Map It' (with a checkbox), 'Clear' (with a checkbox), and 'Reset'. The 'Search' button is highlighted with an orange rectangular box, and an orange arrow points from the right towards this button. The rest of the interface elements, including the 'Sort: Modifi' dropdown and the 'Project' list, are the same as in the previous screenshot.

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.