



# www.baydeltalive.com

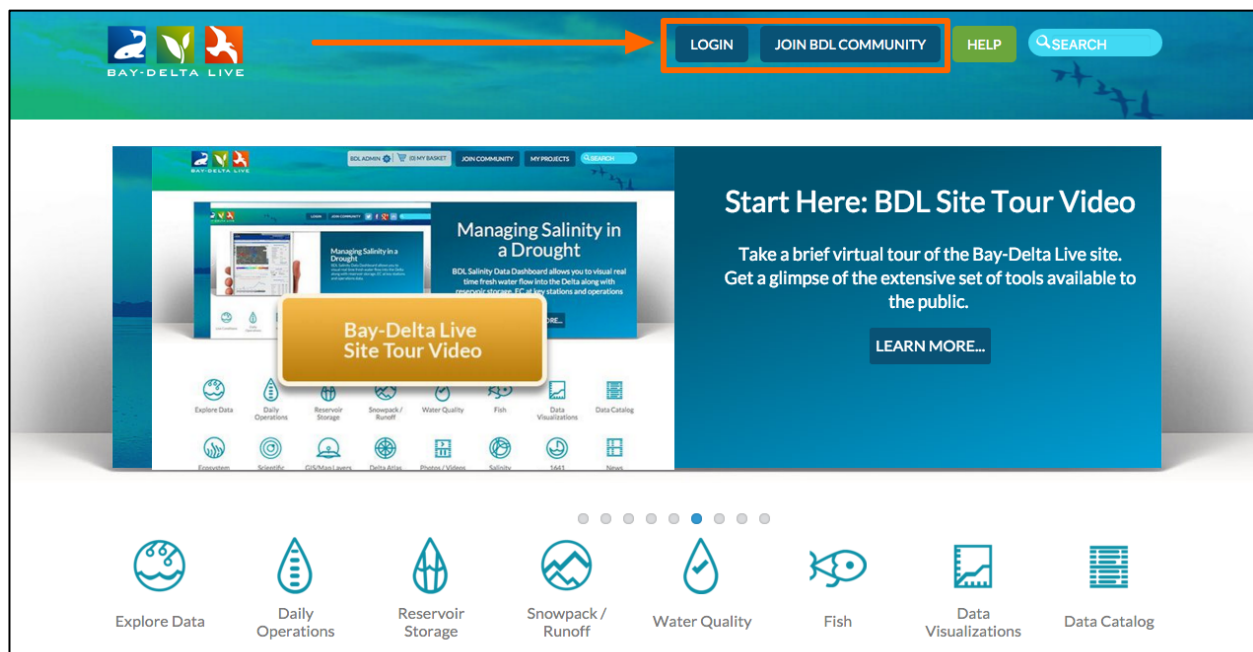
## Tutorials

## MAKE ITEMS SEARCHABLE

In this tutorial, we will go through:

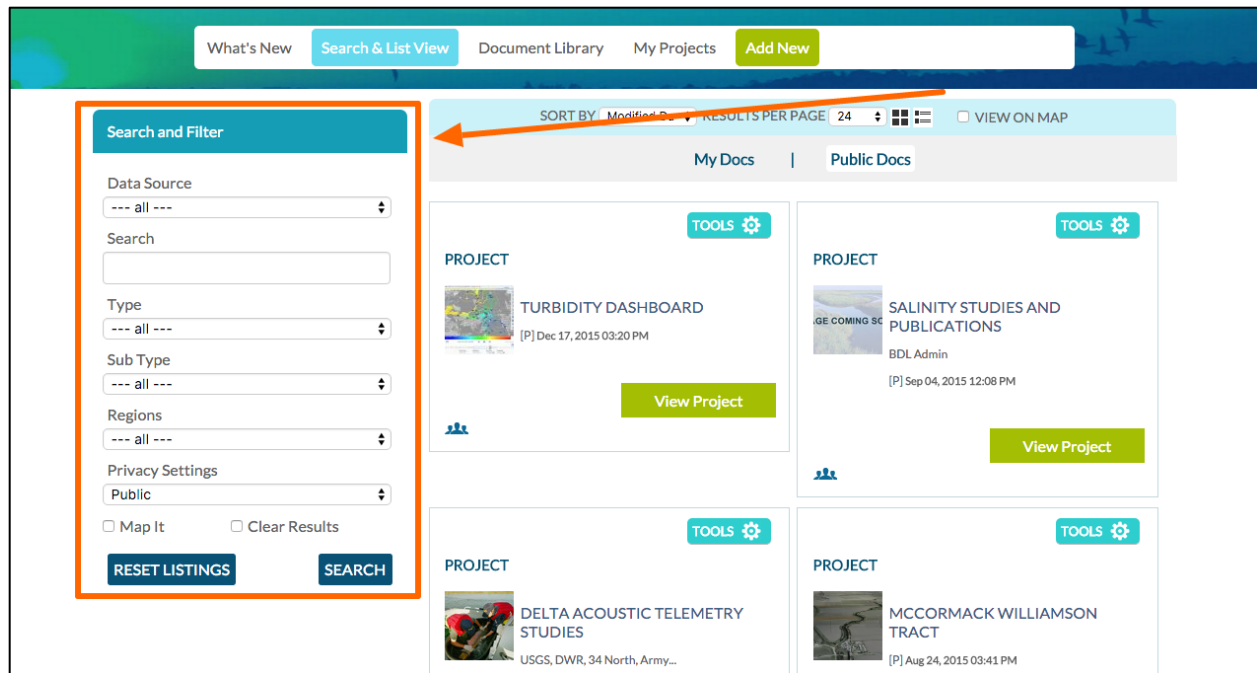
- Two different ways people might search for files or projects in the Bay-Delta Live database.
- How to edit the information of files or projects to correlate with these two search options.

Before working in Bay-Delta Live, be sure you are logged in using the log-in or “join BDL community” buttons at the top of the screen.



Each of the Bay-Delta Live assets have libraries with built-in search functions.

For example, this is what the built-in search function looks like in the project library.

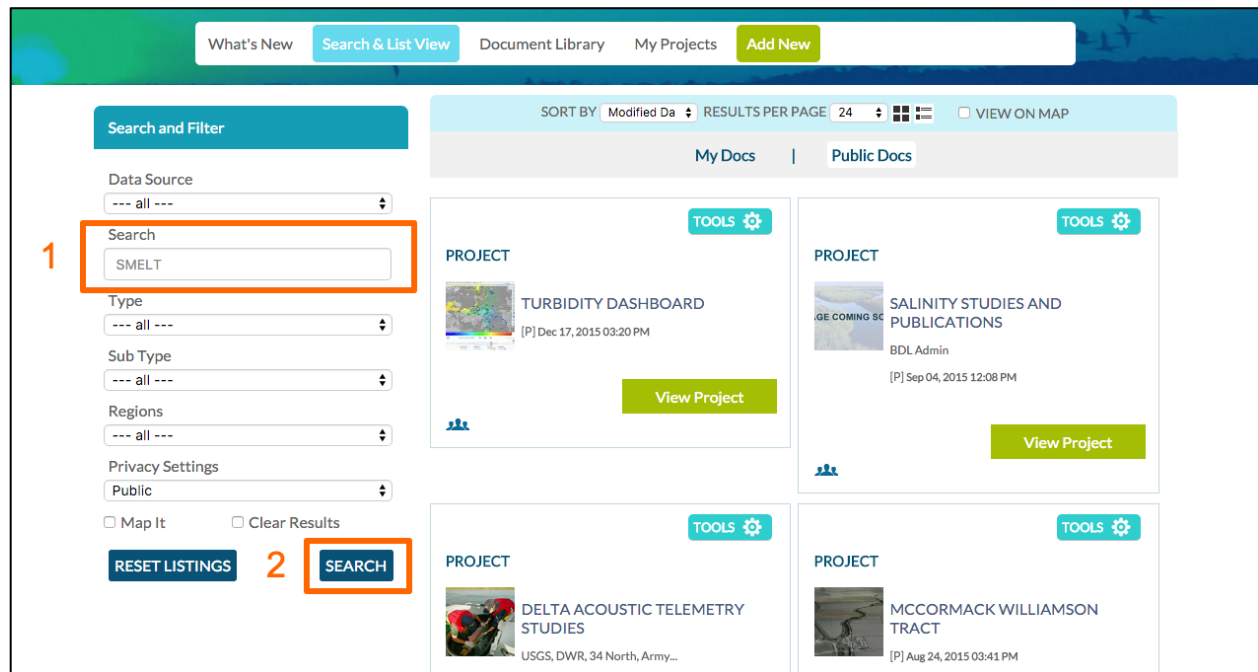


Let's go through the two different ways people might use the search function to search within an asset.

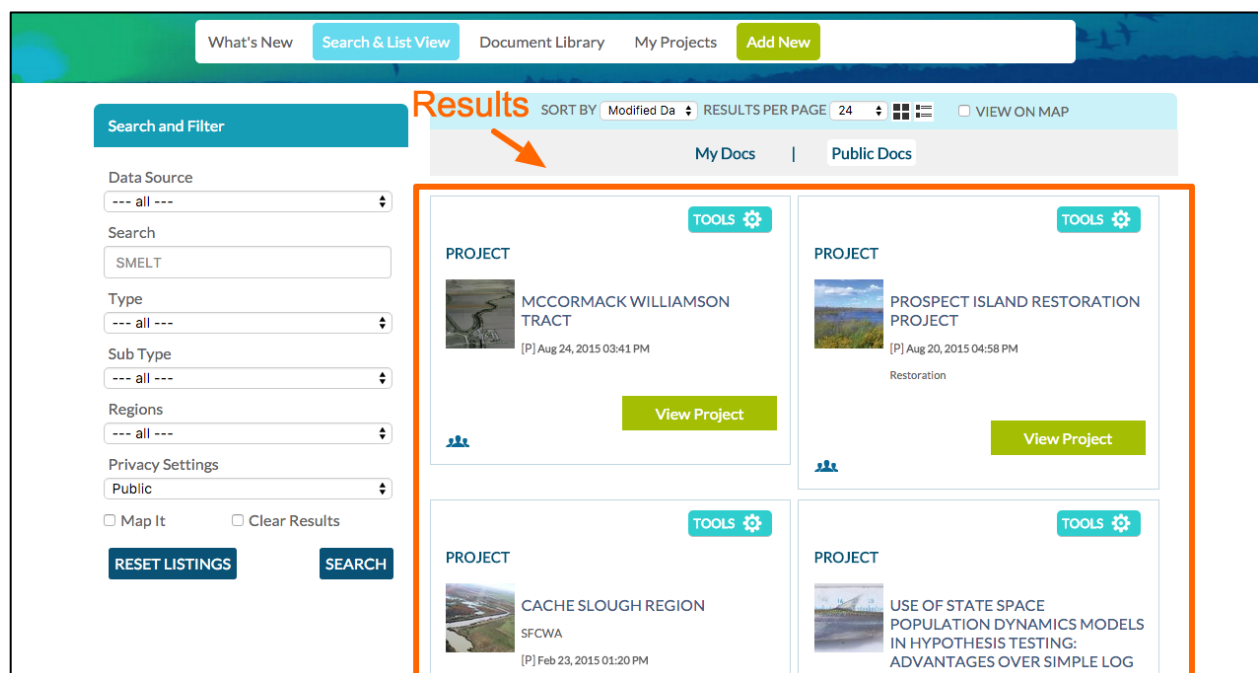
**NUMBER 1:** People might search for files or projects by typing keywords in the search box.

A close-up view of the 'Search and Filter' sidebar. The 'Search' dropdown menu is highlighted with an orange box. Below it are other filter options: 'Type', 'Sub Type', 'Regions', and 'Privacy Settings', each with a dropdown menu. At the bottom of the sidebar are checkboxes for 'Map It' and 'Clear Results', and buttons for 'RESET LISTINGS' and 'SEARCH'.

For instance, if we want to search for all projects that include SMELT, we'll type SMELT into the search box and click, "search."



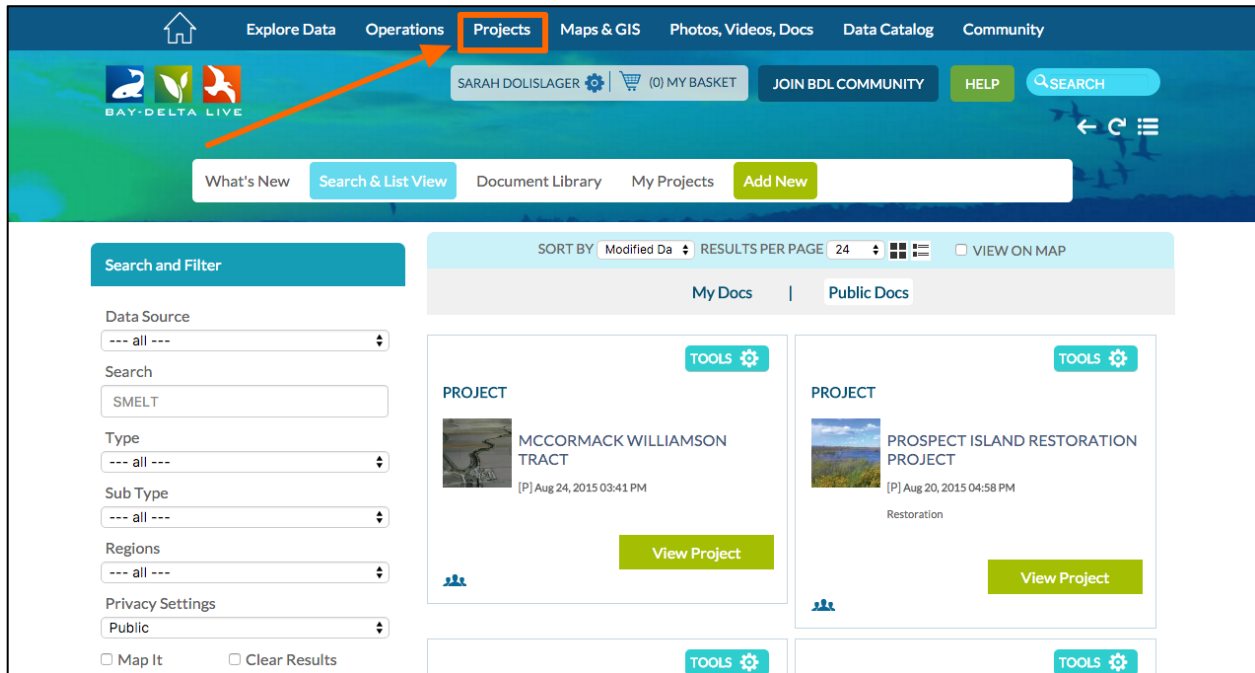
The "search box" correlates with the titles and keywords that you assign to the various projects. Therefore, the results will only show projects that have SMELT in the title or as a designated keyword in the project information.



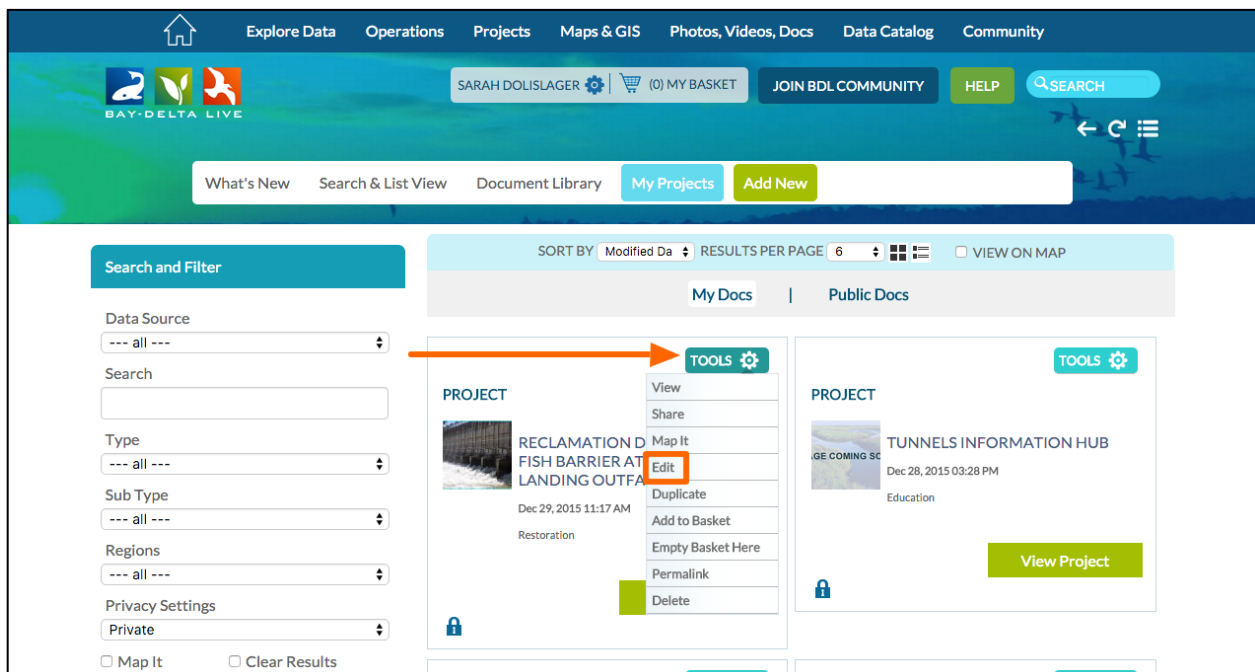
You can fill out the title and keywords in the Editor of a file or project.

Let's do this for a project as an example.

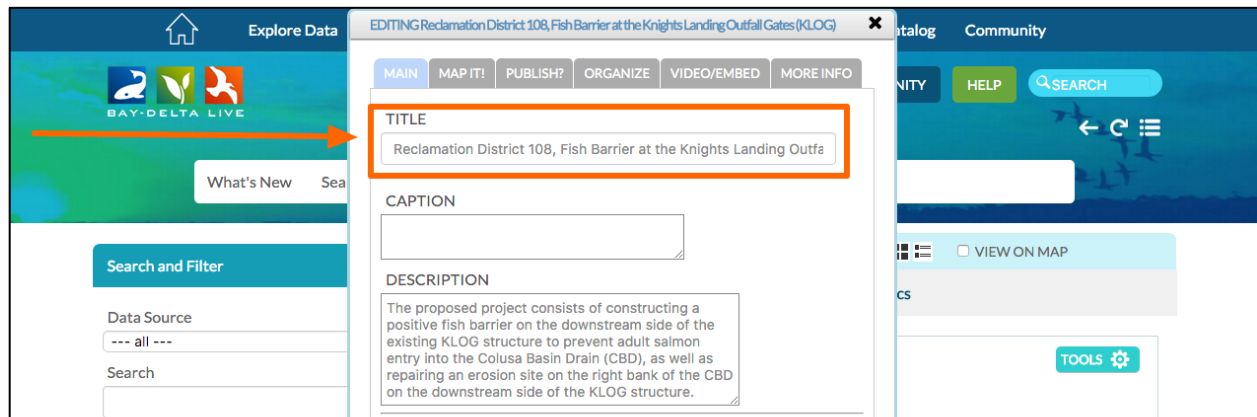
Go to the project library by clicking on "Projects" in the top bar.



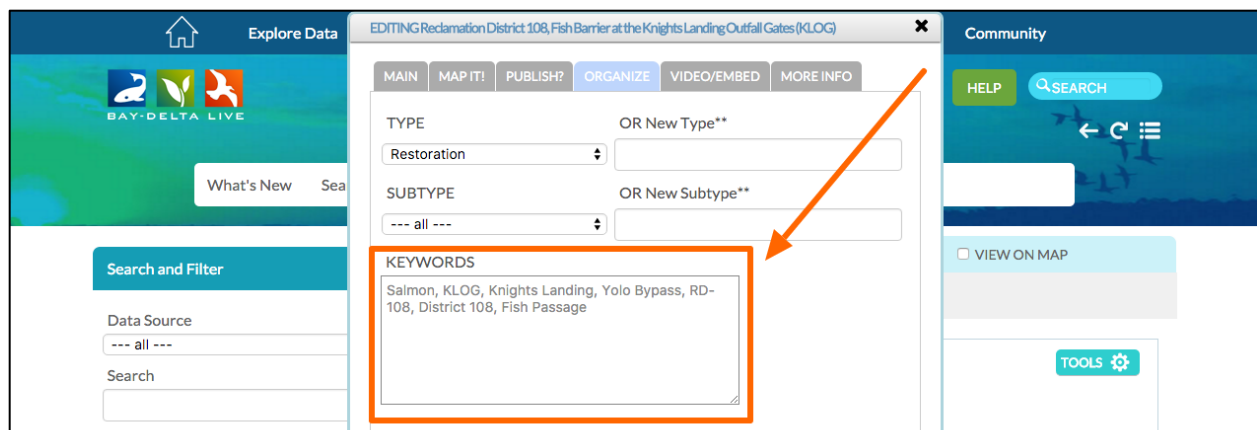
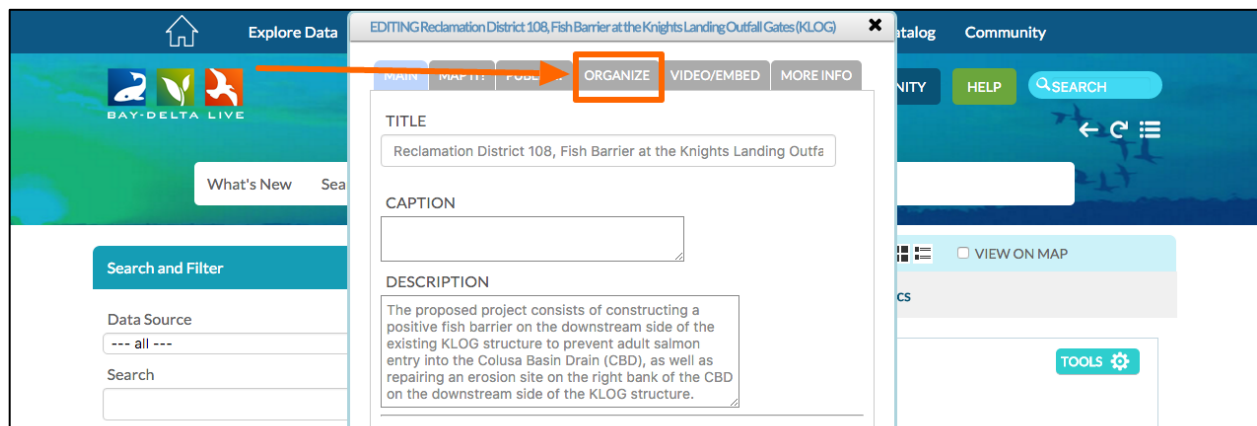
Find the project you'd like to edit and hover over the TOOLS menu. Choose, "edit."



There are two places that correlate with the “search box.” The first is the TITLE on the Main Tab.

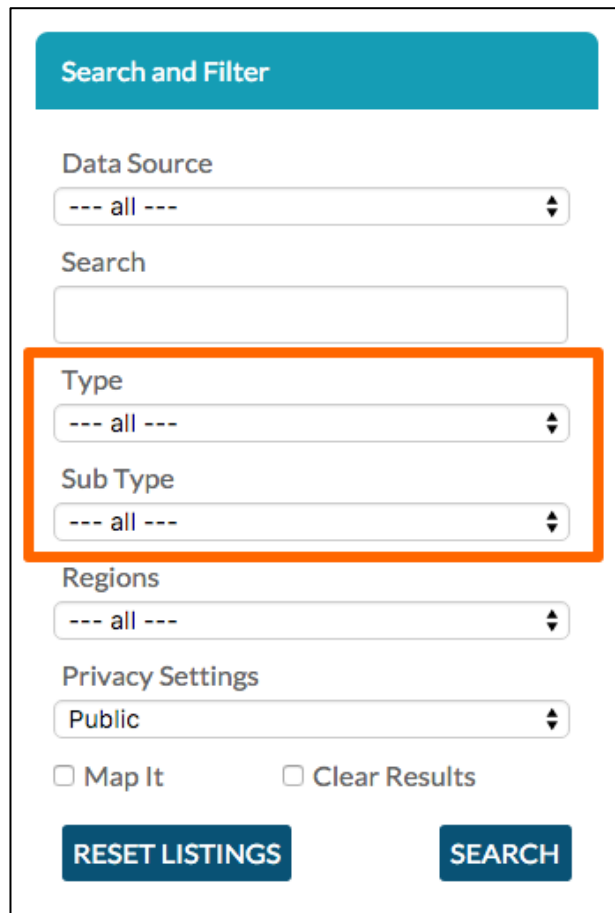


The second is the KEYWORD box under the Organize tab. Click on the Organize tab.



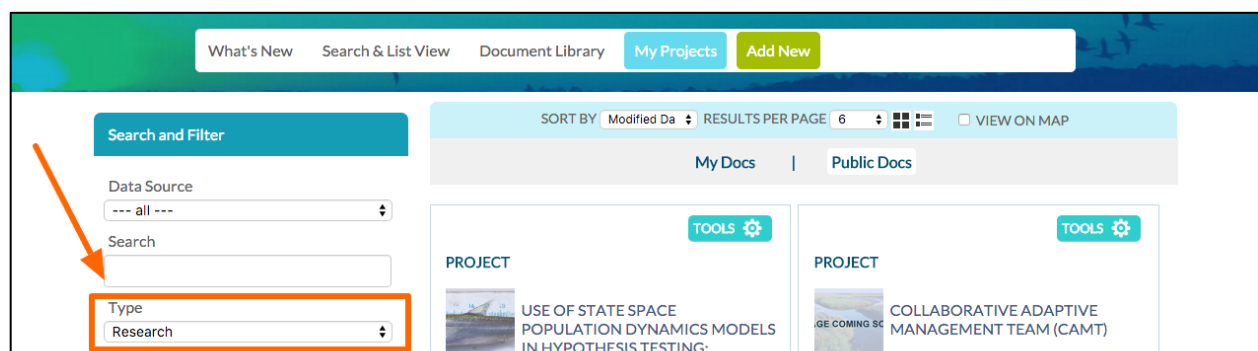
Be sure these are filled out so that people can find your items when searching for specific keywords.

NUMBER 2: People might search for files or projects by using the Type or Subtype drop-down menus in the built-in search function.



The image shows a 'Search and Filter' sidebar. It contains several dropdown menus: 'Data Source' (set to '--- all ---'), 'Search' (empty text input), 'Type' (set to '--- all ---'), 'Sub Type' (set to '--- all ---'), 'Regions' (set to '--- all ---'), and 'Privacy Settings' (set to 'Public'). At the bottom, there are checkboxes for 'Map It' and 'Clear Results', and two buttons: 'RESET LISTINGS' and 'SEARCH'. The 'Type' and 'Sub Type' dropdown menus are highlighted with an orange rectangular box.

For instance, if someone wanted to make the smelt search more specific, they could choose, “research” from the Type drop-down menu and the results will adjust.

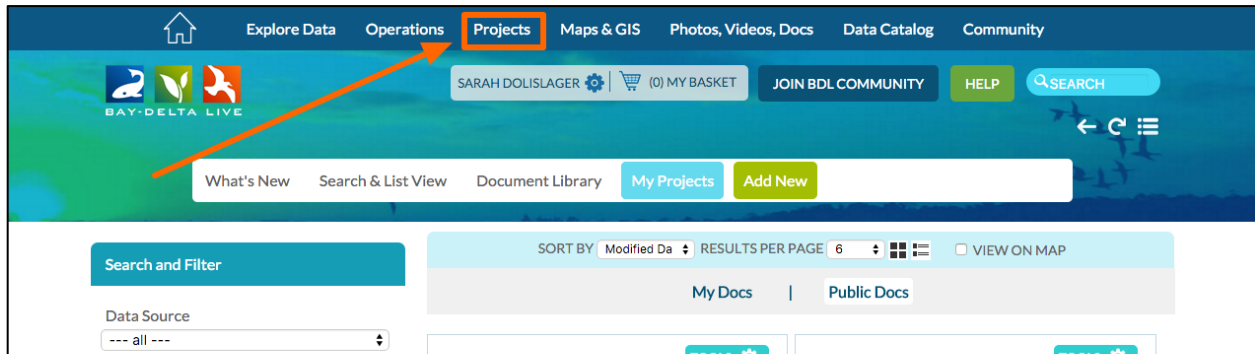


The image shows the main search results page. At the top, there's a navigation bar with links: 'What's New', 'Search & List View', 'Document Library', 'My Projects', and 'Add New'. Below this, there's a 'Search and Filter' sidebar on the left. An orange arrow points to the 'Type' dropdown menu, which is now set to 'Research'. The main content area shows search results. At the top of the results, there are options for 'SORT BY' (Modified Date), 'RESULTS PER PAGE' (6), and a 'VIEW ON MAP' checkbox. Below this, there are two tabs: 'My Docs' and 'Public Docs'. The results are displayed as a grid of project cards. The first card is titled 'PROJECT' and has a thumbnail image. The text on the card reads: 'USE OF STATE SPACE POPULATION DYNAMICS MODELS IN HYPOTHESIS TESTING:'. The second card is also titled 'PROJECT' and has a thumbnail image. The text on the card reads: 'COLLABORATIVE ADAPTIVE MANAGEMENT TEAM (CAMT)'. Both cards have a 'TOOLS' button with a gear icon.

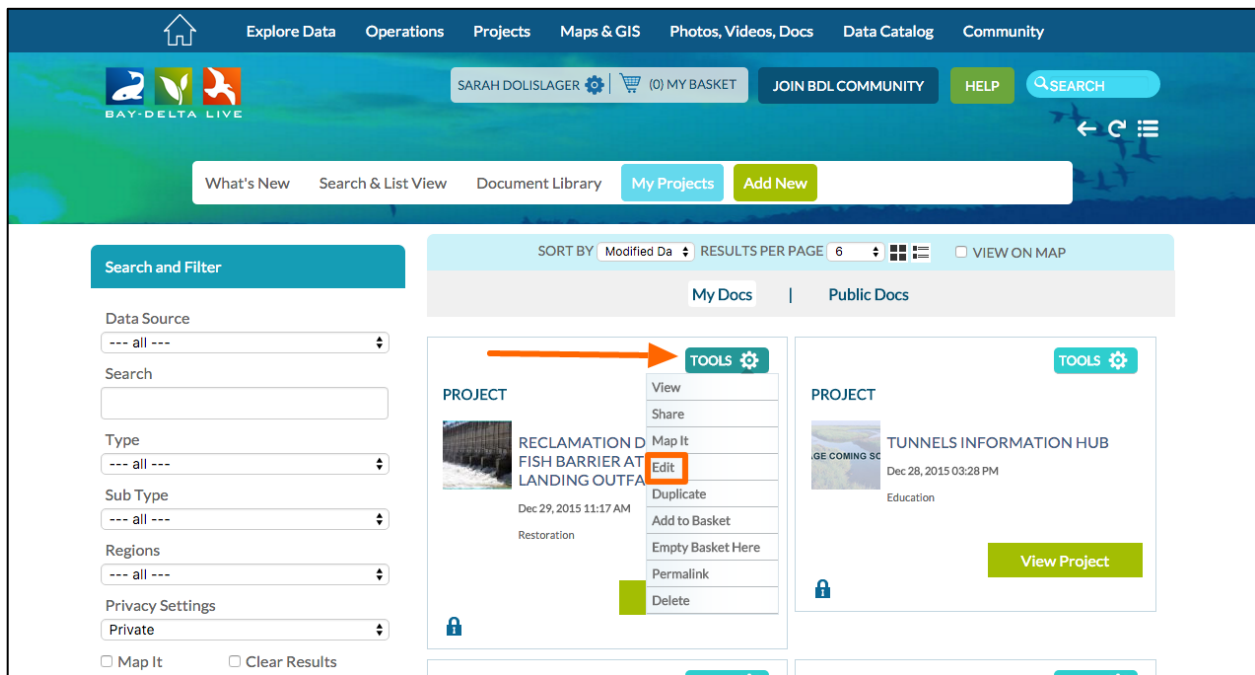
The Type and Subtype drop-down menus correlate with those chosen in the file or project information.

For example, let's select a type for a project.

Go to the project library by clicking on "Projects" in the top bar.

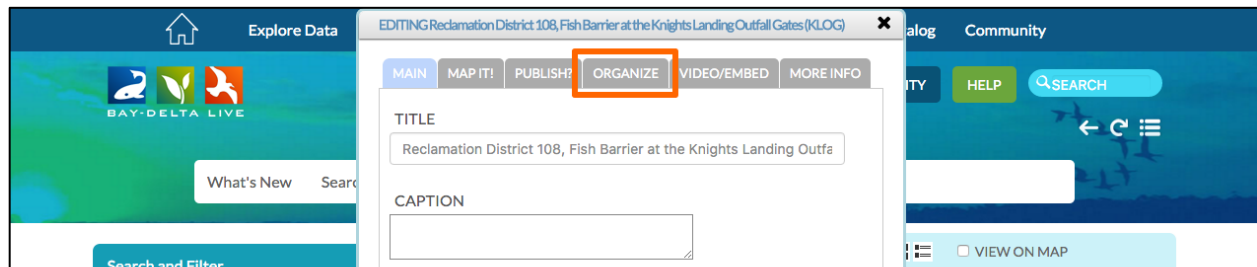


Find the project you'd like to edit and hover over the TOOLS menu. Choose, "edit."

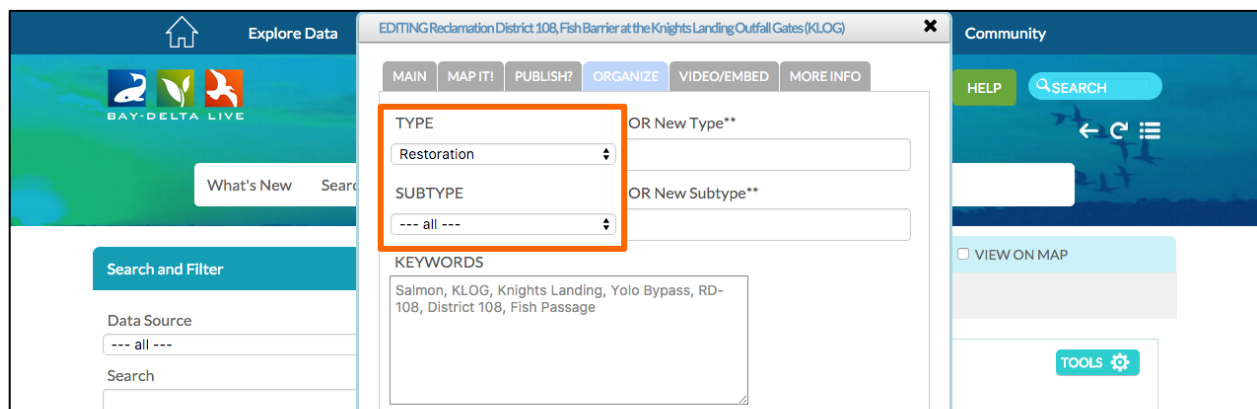




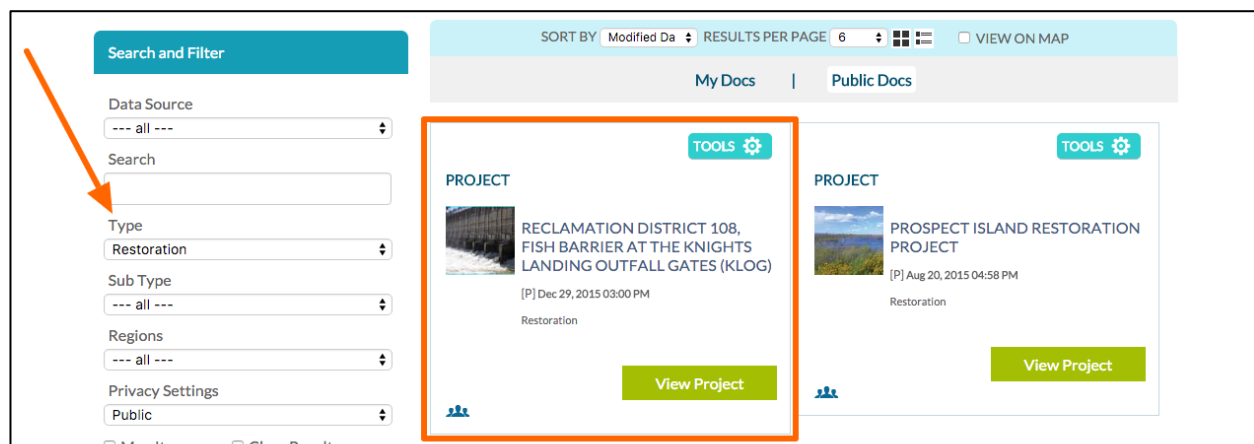
The Type and Subtype assignments are located under the Organize tab. Click on the Organize tab.



We'll select, "restoration" as the type for this project.



This means that if "restoration" is selected as a type in the search function, this project will show up among the results.



We've gone through two ways people might search for files or projects in the Bay-Delta Live database. You can follow these steps to edit the information of your files, maps, or projects to make sure they are searchable and complete.