Four tips for searching

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Here are some tips and tricks to help you easily find information in Vernon CMS.

# 1. Search operators:

You can use these operators to get more general search results. These can be used in Quick Search and in the Query tool.

| | |
|---|---|
| pott] | **This will find:** things that begin with "pott"<br>For example: "pottery", "potter", "potteries" |
| [Donald | **This will find:** things that end with "Donald"<br>For example: McDonald, MacDonald |
| [bat] | **This will find:** things that contain "bat"<br>For example: wom**bat**, al**bat**ross |
| [] fakateepu | **This will find:** things that sound like "fakateepu"<br>For example: "Whakatipu". This is useful for searching in other languages or where spelling may be unfamiliar/variable. |
| [] women | **This will find:** things that sound like "women"<br>For example: "women", "woman", "women's" |
| 2011.1…2012.1 | **This will find:** all the items with accession numbers between 2011.1 and 2012.1 (Note: accession numbers will only work if you use the whole number. Partial numbers won't work.)<br>The ellipses can also be used for ranges of dates. |

# 2. System ID:

Entering the system ID into Quick Search is the fastest way to find any single record in Vernon CMS. If you know the system ID for what you are searching for, use it! You can find the system ID of a record at the top right of the screen in the Toolbar.
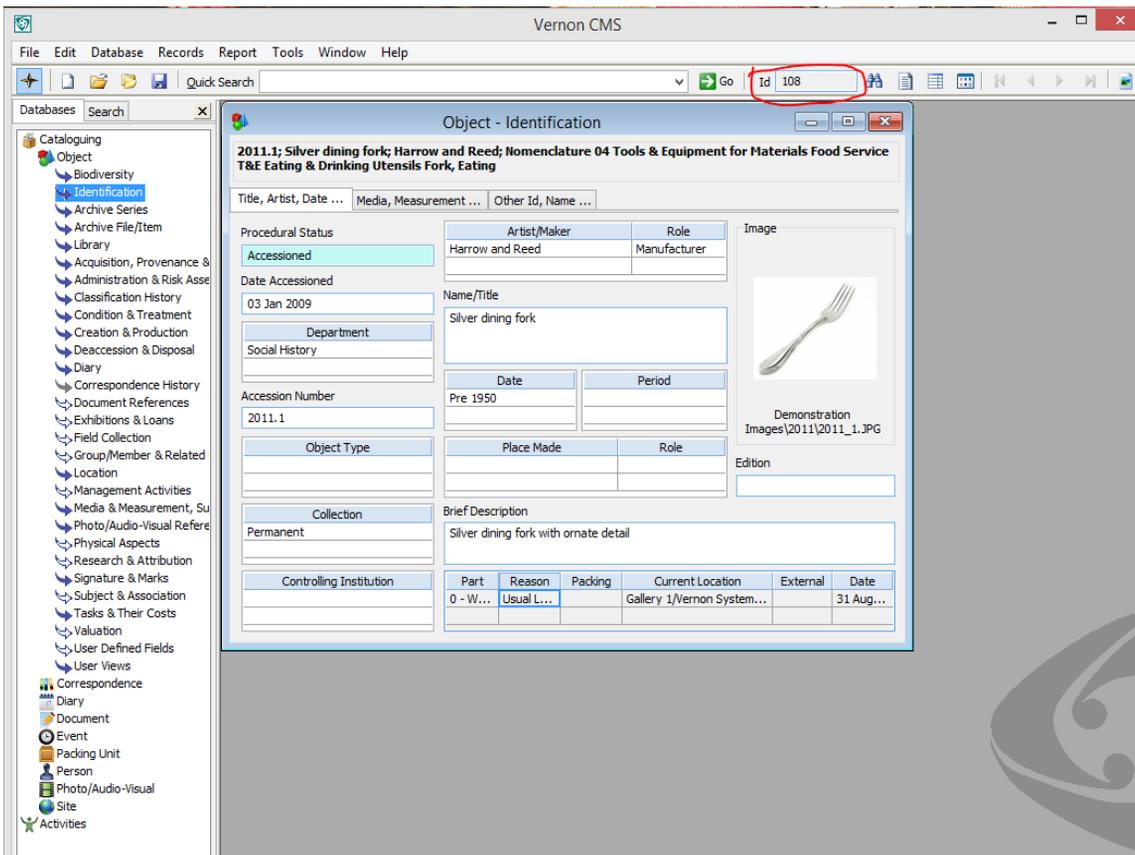
You can also use the system ID to enter information into fields quickly. For example, if you know that the system ID for a member of staff, instead of entering their full name into a person field in a record, you can enter the system ID and it will auto-fill their name
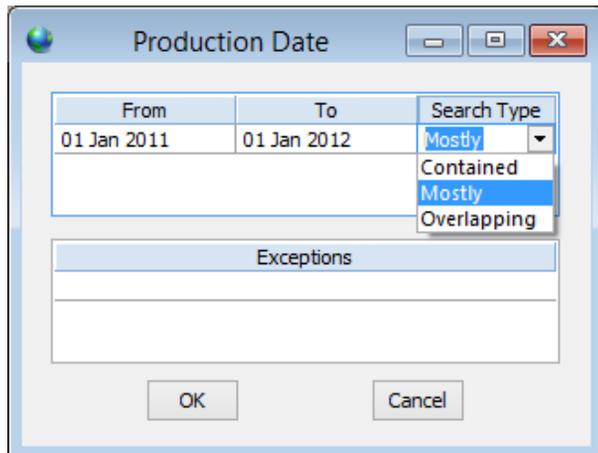
# 3. The Search Tab:

Quick Search looks through the fields listed in the search tab. You can restrict your search to a specific field by using just that field. For example, you can search only the artists by entering your search into the Artist/Maker field.
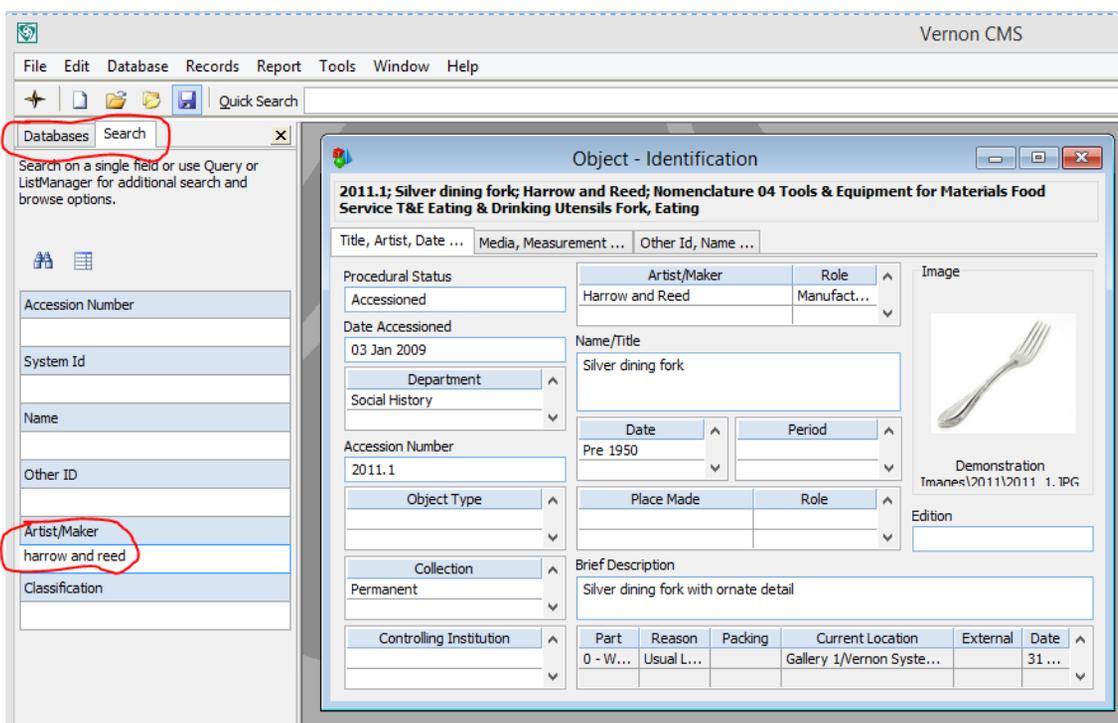
# 4. Searching for dates:

You can search within the date fields of a record. Date searches can only be done with the Query tool.

    1. Start by doing a query on the record type you are searching for (object, person, event, etc.).

    2. Select a date field and press "Next"

    3. Press Alt+Down Arrow, or the Options button  at the bottom of the window.  It will open a window like this:



The search type options are:

| | |
|---|---|
| **Contained** | **This will find:** results where the date is contained in the date range you specified. For example, in the search above, a contained search would only return objects with production dates between 1st Jan 2011 and 1st Jan 2012. |
| **Mostly** | **This will find:** results where the date is mostly in the date range you specified. For example, in the search above, a mostly search would return items that had production dates between 1st Jan 2011 and 1st Jan 2012.  It will also return items with imprecise production dates that fall mostly in the range, such as November 2010-July 2011. |
| **Overlapping** | **This will find:** results where some part of the date is in the date range you specified. This is useful when searching for time periods (e.g. Victorian era) or imprecise dates. For example, in the search above, an overlapping search would return objects with any production date related to 2011-2012. Such as, 2000-2012, 2011-2015, 21st century. |