Using Operators

Trigger:
This document defines and demonstrates the use of search operators.

Concept

Operators enable you to conduct a search on limited amounts of information, such as first letters for names, descriptions, or IDs.

<table>
<thead>
<tr>
<th>Field(s)</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td>N/A</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Output - Results</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Understanding of the various operators used to conduct a search.</td>
<td>At the end of this topic you will be able to use the various operators to conduct an accurate and efficient search.</td>
</tr>
</tbody>
</table>

Additional Information

No additional information
Procedure

A down arrow next to an operator indicates the availability of a drop-down list. There are various search options available that allow for enhanced search capabilities.

For example, if you know that the student’s last name is Mayer, “=” would be used with the exact and full last name to find that student:

However, if only the first few characters of the last name were known, MAY could be entered in the field and the search option of “begins with” could be utilized.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>The advanced search page defaults the operators used for each search key. Notice on the search page displayed that the default for 4 of the search keys is &quot;begins with&quot; and for 5 of the search keys is &quot;=&quot;. This means that the system searches for records that match, based on the key beginning with the criteria entered in each field with the &quot;begins with&quot; operator and for &quot;=&quot; operator the system will try to match exactly the entered criteria.</td>
</tr>
</tbody>
</table>
| 2.   | Displayed above is a list of all the operators that are available when conducting a search.  

**NOTE:** The "in" operator is useful when you have a defined set of criteria that you will be searching for.  

Example: You have a list of specific students you need to find data for. Instead of conducting a search for each individual students, you can use the "in" operator, enter all of the student ids separated by a comma (14002633, 14002639, 14002642) and the system will find the records for each of the students. |
3. Click the **Description** list.
In this example, you are searching for a course to schedule. You do not know the specific title of the course, but you know that “PSYCH” is used somewhere in the description. If the first set of characters in the course description were "PSYCH", you could use the "begins with" operator and enter the text "PSYCH" in the field next to the operator. This would return all courses whose description begins with the text "PSYCH". For this example, you do not know where the text falls in the description, so you need to use a the "contains" operator.

4. Select the desired operator by clicking an entry in the list.

Example: Click "contains"

5. Enter the desired text you want to search for into the **Description** field.

Enter "PSYCH".
**Step** | **Action**
--- | ---
6. | Click the **Search** button to perform a search for courses with "PSYCH" in the description.
7. | The **Search Results** list displays all the courses with the text "PSYCH" in the description.
8. | The search also found 79 courses that contained the text "PSYCH" in the title.
   If the system finds more than 300 records that match the entered criteria, it will only display the first 300 results it encounters. If this happens you will need to enter additional search criteria to reduce the number of results found.
9. | In another example, using an operator for more than one field helps to make your search even more specific. For example, a search for a course with a description that contains the text "PSYCH" could be further narrowed by selecting the "=" operator for the Academic Career and selecting "Medical School". Click the **Academic Career** list.
10. | Select the desired value by clicking an entry in the list.
   Example: Click "Medical School"
11. | Click the **Search** button.
12. | The **Search Results** table displays all courses containing "PSYCH" in the description and an Academic Career equal to "Medical School".
   This search returned 3 results.
13. | In summary, operators can be used to further define your search criteria.
   **End of Procedure.**