

TAGGS Advanced Search Video Help Transcription

Video 1: Introduction/Overview 4:36

Welcome to the TAGGS Advanced Search Help Overview. In this video I'm going to show you how to create a search using the main features on this page. Because the Advanced Search is fairly complex and offers a wide variety of search criteria, we've created a series of six companion videos that provide detail about creating a search, and contain a demonstration of a search that continues through the series. The companion videos are available in the TAGGS Video Help Library. Unless you are already familiar with the Advanced Search, I encourage you to view this overview presentation first.

The TAGGS Advanced Search enables you to conduct a very refined, or highly specific, search through more than 500,000 Grant Awards made by HHS. It also enables you to search by keyword through the title and text of over 85,000 Grant Abstracts, which describe in detail the work being performed in a grant.

The Advanced Search enables you to combine many different search criteria to conduct your search, although you can only use one or more search criteria effectively. However, for many more basic searches, you may find Recipient Search, Award Search, or Location Search, more convenient.

You can access the Advanced Search from anywhere on the TAGGS site by mousing over the Searches navigation in the Main Menu. The link to the Advanced Search appears at the bottom of the list of links.

The Advanced Search options have been organized into tabs of related search criteria. Each tab has its own colored header. A red header indicates that the tab is open. A blue header indicates that the tab is closed. By default, all tabs are open. To close a tab, click on its red header. To reopen it, click on the blue header.

You can also close all tabs by clicking the Collapse All Panels button, and reopen them all with the same button, which has changed to Expand All Panels.

Once you've made your selections in a tab, you can close it, or leave it open if you prefer; your selection will remain either way. We discuss each of the tabs in detail in separate presentations available in the TAGGS Video Help Library.

Help for conducting an Advanced Search is available on this page, above the first tab. There is additional online help by clicking the Advanced Search Help link here, which takes you to the TAGGS Advanced Search Help page. Return to the Advanced Search page by clicking the Go Back link.

Similarly, each tab has help pertaining to its search criteria by clicking a Help link at the upper right of the tab. Navigate back to the tab where you were when you last clicked for help by clicking the Go Back link.

After you've selected your criteria, you'll need to specify which columns you want to appear in the Advanced Search result. This is done using the Select Columns for Report tab. It contains columns of checkboxes. Each checkbox represents a column you can select for your result. Note that four checkboxes have been checked by default. These columns will display in the result if you make no changes to the tab. Click a checkbox for each column you want to appear in your result. To deselect a column, click on a checkbox that has a check in it.

Next, under the Submit Search heading, you have the option of including only Recovery Act awards in your search, by clicking that checkbox. If you don't click it, all awards will be searched, including Recovery Act Awards.

Lastly, you can specify how many rows per page you want in your result by selecting a number from the list box. If you do not select from this list, a maximum of 50 rows per screen will be displayed.

Click the Search button to conduct your search. Click the Reset button to clear all of the fields you selected from the tabs above, which also resets the search to its default settings.

Your search results will appear in the Advanced Search Result page. The time it takes for the results to display depends on your hardware, network speed, and the complexity of your search; but in most cases you will see a result within 15 seconds. If no records are found, the Advanced Search Result page will display the message "No Matches Found."

We will discuss the Advanced Search Result page in detail, in a separate presentation.