

TAGGS Advanced Search Video Help Transcription

Video 7: Advanced Search Results 3:08

This video concludes the search demonstration begun in Video 2, Primary Search, by discussing the search results. Note the search criteria selected in the previous tabs.

The Advanced Search Results page presents your search results in a spreadsheet-like format, displaying the columns you selected in the Select Columns For Report tab. However, if your search found no records, you will see that message on this page instead.

A nice feature of this search is the ability to go back to the Advanced Search page. Use your browser's back button to go back to the Advanced Search page with all of your selections still in place. This feature simplifies edits to your search criteria to retrieve the records you want. If you change search criteria, click the Submit button again to conduct a new search.

The Search Results page window can be stretched to include many column headings. To stretch the window, click the right edge of the browser window and drag your mouse to the right. You can also scroll down to see records at the bottom of the report using your browser scrolling bar.

Another nice feature of the Search Results is the ability to save the output to a Microsoft Excel spreadsheet. Click on the Save to Excel link at the upper or lower right of the page. A "File Download" window will appear, prompting you to either open the Excel file or save it. If you save it, the file automatically will be saved to your computer's Downloads folder.

If your search result retrieved more records than can be displayed in your browser window, the Advanced Search Results page will display links to additional records. These are located at the upper and lower right corners of the window. A maximum of 10 links are displayed to access the records in consecutive order. You can also select the Next link to go to the next set of records. The screen number you are on is shown in red. Once you've gone to the second screen, a Previous link displays to return to the previous screen in

order. When you've reached the final screen of records, no Next link will be shown. Click the 1 link to return to the beginning of your results.

The Award Abstract Column

If you included the Award Abstract Keyword in your search, the column Award Abstract will appear in the Results page with a "View Abstract" link appearing in each row under the heading. When you click on that link, a new window displays showing the abstract for the award. Abstracts vary in length, and as I pointed out earlier, not all awards will have abstracts associated with them. To close the Abstract window, click the X in the upper right corner.

To leave the Search Results page, select a new destination from the site's main menu or click the browser's back button.