# Using the Advanced Search

For specialized or specific searches, the Advanced Search will provide many ways to discover relevant content.

## Search Overview

The advanced search comes equipped with all of the power of the quick search but with many more robust options to locate specific records.  In total, there are fourteen different panels to specify criteria (i.e., filters), the first simply being the Quick Search panel. The remaining 13 panels focus on different components of the reference profile.  This allows you to further refine the quick search or ignore it altogether.

The following criteria/filters can be used to refine a search:

- **Quick Search Text/Any Text Field** - The first panel is simply the same as using the Quick Search; the additional 13 panels allow you to refine this further.
- **Region** - References linked to a specific FWS region.
- **Organizations** - References linked to specific organizations, including refuges, offices, regions and programs.
    - **Include linked organization** - for regions and complexes, includes all related refuges
    - **Approved reference-org links only** - those References approved by the organization point of contact for the specific organization
- **Text Fields** -References containing a word/phrase in specific text field. Note that there is no longer the option to select 'Any Text Field' - this functionality is replicated using the 'Quick Search Text/Any Text Field' above.
- **Dates** - References published or containing content within a particular date range.
- **Reference Types** - References of a specific reference type (e.g., Published Report).
- **Reference Type Groups** - References by general group (e.g., search for all documents, regardless of specific reference type).
- **Map** - References whose geographic footprint is within a specific area.
- **Visibility** - Include all internal and public references or limit results to just internal or just public records.
- **Subject Categories** - References linked to standardized subject categories.
- **Files and Links** - References having specific files or links.
- **Versions** - Do not return older versions (default for quick search) or include older versions of records.
- **Collections** - References within specific Reference collections. If you own Collections, you will see them listed here. Otherwise, you can type in the Collection ID for Collections not owned.
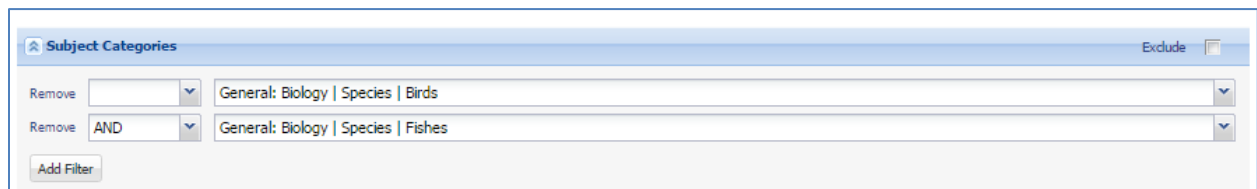- **Person** - References owned by or created by a specific user.

What is important to remember is that any criteria added in a panel is intersected (i.e., AND) with the criteria for any other section.

Note that each panel has an "Exclude" option in the top right. This excludes the panel in a search without clearing out the search criteria within the respective panel.

## Overview of AND, OR, NOT Operators

### AND

The 'AND' operator behaves as an intersection where both criteria must be satisfied.  For instance, the following would only return References linked to both birds and fishes (i.e., Birds AND fishes).
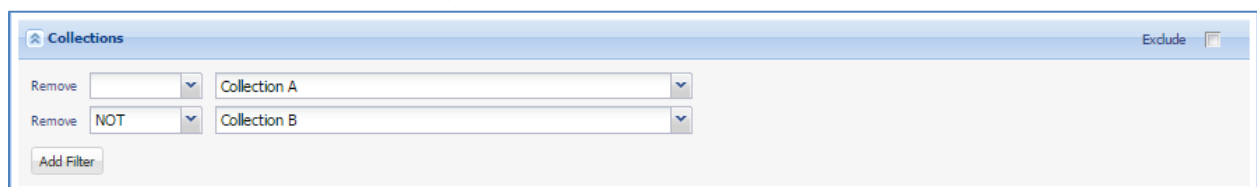


### OR

The 'OR' operator behaves as a union, where one or the other, or both, criteria must be satisfied.  As an example, the following would return references of type Unpublished Report or Published Report (i.e, Unpublished Report OR Published Report).
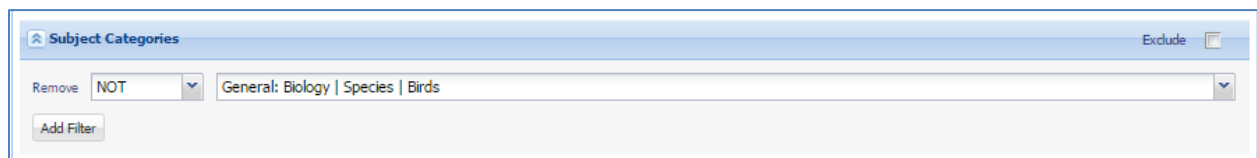


### NOT

The 'NOT' operator indicates that one condition must be met, but not the other.  In the following example, those references in Collection A that are not in Collection B would be returned (i.e., in Collection A AND NOT in Collection B).



NOT can also be used by itself (e.g., you will get everything that is not associated with the following Subject Category).



## Using Operators Together

To maintain consistency in the query logic, the following rules apply to minimize the confusion over precedence:

- If AND is used, then OR may not be used

- IF OR is used, AND may not be used.
- Once NOT is used, only NOT may be used further

Thus, the following is valid (e.g., in Collection A OR in Collection B OR in Collection C but NOT in Collection D).

| Collections | | Exclude ☐ |
|---|---|---|
| Remove | ⌄ | Collection A ⌄ |
| Remove | OR ⌄ | Collection B ⌄ |
| Remove | OR ⌄ | Collection C ⌄ |
| Remove | NOT ⌄ | Collection D ⌄ |
| Add Filter | | |

Likewise, this is also invalid (e.g., in Collection A AND in Collection B AND in Collection C but NOT in Collection D).

| Collections | | Exclude ☐ |
|---|---|---|
| Remove | ⌄ | Collection A ⌄ |
| Remove | AND ⌄ | Collection B ⌄ |
| Remove | AND ⌄ | Collection C ⌄ |
| Remove | NOT ⌄ | Collection D ⌄ |
| Add Filter | | |

Where precedence is important, the more advanced logic is handled through grouping (see below).

## Grouping

Where appropriate, it is possible to group criteria using the 'Group' option.  For instance, the following equates to Collection A OR (Collection B AND Collection C).

| Collections | | Exclude ☐ |
|---|---|---|
| Remove | ⌄ | Collection A ⌄ |
| Remove | OR Group ⌄ | Collection B ⌄ |
| Remove | AND ⌄ | Collection C ⌄ |
| Add Filter | | |

Multiple groupings can be created, but grouping may not be nested.  Thus, adding a second group closes the first (e.g., Collection A OR (Collection B AND Collection C) AND NOT (Collection D OR Collection E)).



In some cases there is not the option to group from the combo box.  For instance, in the Text Fields panel, your only option is NOT.  In this case, you can use group operators within the Contains field.  For example, see the following:



This equates to (Title contains elk OR Title contains Moose) AND (Keywords contains mammal AND keywords contains ungulate).