



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 screenshot displays the 'Advanced Search' interface. At the top, there's a header 'Advanced Search »'. Below it is a 'Search Definitions' section with a 'Saved Searches' dropdown, 'Clear Search', and 'Search' buttons. The main area contains 14 filter panels, each with a dropdown arrow, a label, and an 'Exclude' checkbox. The panels are: Quick Search Text (with a text input field), Region, Organizations, Text Fields, Dates, Reference Type, Reference Type Groups, Map, Visibility, Subject Categories, Files and Links, Versions, Collections, and Person. At the bottom right, there are 'Clear Search' and 'Search' buttons.

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.

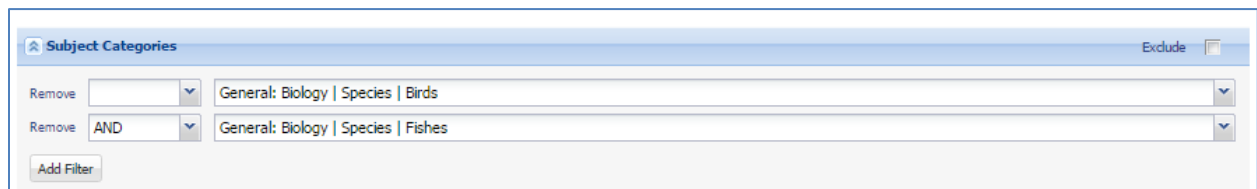
What is important to remember is that any criteria added in a panel is intersected (i.e., AND) with the criteria for any other section.

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).



The screenshot shows a filter interface titled 'Subject Categories'. It has an 'Exclude' checkbox. Below the title, there are two rows of filter criteria. The first row has a 'Remove' button, a dropdown menu, and the text 'General: Biology | Species | Birds'. The second row has a 'Remove' button, a dropdown menu with the value 'AND', and the text 'General: Biology | Species | Fishes'. At the bottom left is an 'Add Filter' button.

OR

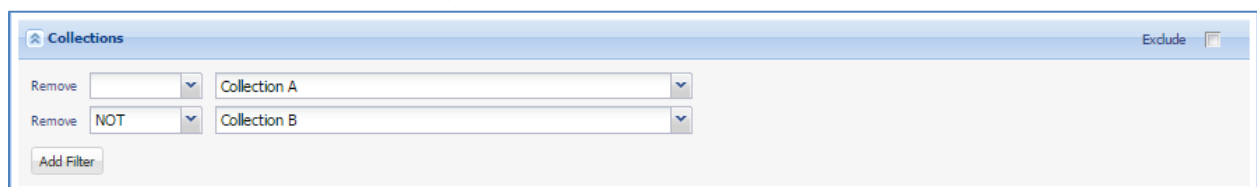
The 'OR' operator behaves as a union, where one or the other, or both, criteria must be satisfied. As an example, the following would return references of type Unpublished Report or Published Report (i.e., Unpublished Report OR Published Report).



The screenshot shows a filter interface titled 'Reference Type'. It has an 'Exclude' checkbox. Below the title, there are two rows of filter criteria. The first row has a 'Remove' button, a dropdown menu, and the text 'Unpublished Report'. The second row has a 'Remove' button, a dropdown menu with the value 'OR', and the text 'Published Report'. At the bottom left is an 'Add Filter' button.

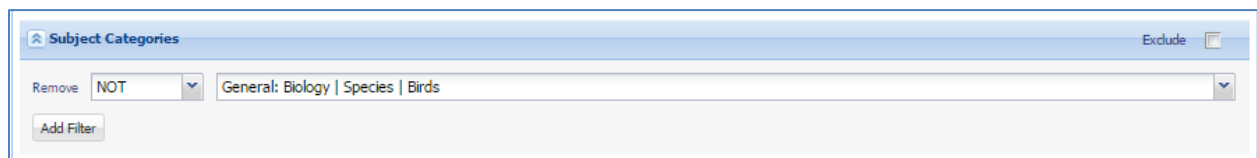
NOT

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).



The screenshot shows a filter interface titled 'Collections'. It has an 'Exclude' checkbox. Below the title, there are two rows of filter criteria. The first row has a 'Remove' button, a dropdown menu, and the text 'Collection A'. The second row has a 'Remove' button, a dropdown menu with the value 'NOT', and the text 'Collection B'. At the bottom left is an 'Add Filter' button.

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



The screenshot shows a filter interface titled 'Subject Categories'. It has an 'Exclude' checkbox. Below the title, there is one row of filter criteria with a 'Remove' button, a dropdown menu with the value 'NOT', and the text 'General: Biology | Species | Birds'. At the bottom left is an 'Add Filter' button.

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).

The screenshot shows a web interface titled 'Collections' with an 'Exclude' checkbox. It contains four rows of filter criteria:

Remove	Operator	Collection
		Collection A
	OR	Collection B
	OR	Collection C
	NOT	Collection D

Below the table is an 'Add Filter' button.

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

The screenshot shows a web interface titled 'Collections' with an 'Exclude' checkbox. It contains four rows of filter criteria:

Remove	Operator	Collection
		Collection A
	AND	Collection B
	AND	Collection C
	NOT	Collection D

Below the table is an 'Add Filter' button.

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).

The screenshot shows a web interface titled 'Collections' with an 'Exclude' checkbox. It contains three rows of filter criteria:

Remove	Operator	Collection
		Collection A
	OR Group	Collection B
	AND	Collection C

Below the table is an 'Add Filter' button.

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)).

Collections			Exclude
Remove		Collection A	
Remove	OR Group	Collection B	
Remove	AND	Collection C	
Remove	NOT Group	Collection D	
Remove	OR	Collection E	
Add Filter			

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:

Text Fields				Exclude	
Remove		Title	contains	elk OR moose	
Remove	AND	Keyword	contains	mammal AND ungulate	
Add Filter					

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