



# Using the Quick Search

Illustrates the basic steps, with a working example, to search for content in ServCat.

## Background

ServCat has a lot of information, too much to just easily browse through. Therefore, you need to have at least some idea of what you are looking for. The Quick Search is designed for anyone, whether the public or FWS, to find information as quickly and easily as possible. To do this, the Quick Search is designed to accommodate the three most common questions most people ask:

- For a particular topic, what information exists?
- For a specific refuge/organization, what information exists?
- For a specific refuge/organization and topic, what information exists?

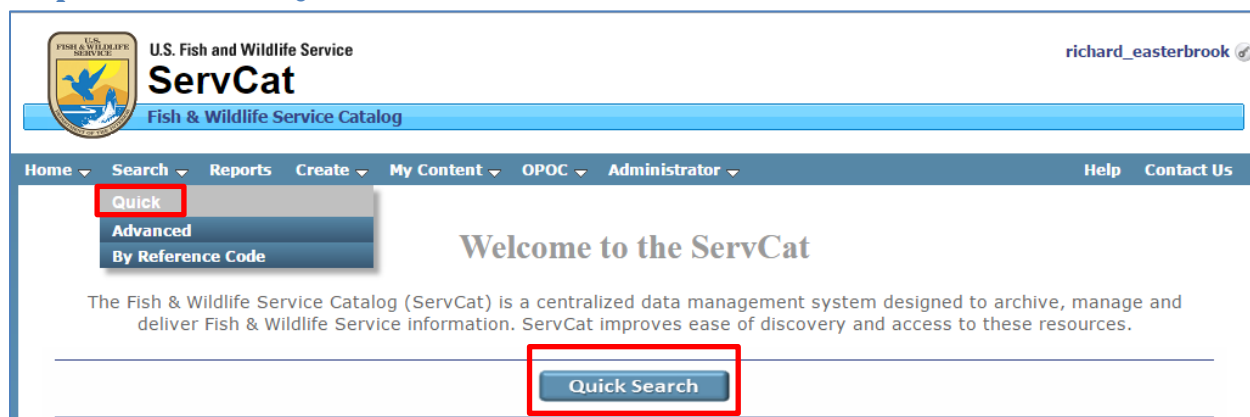
Thus, the Quick Search can help answer questions like:

- What information is there about sandhill cranes?
- What information is generally available about Aransas National Wildlife Refuge?
- What information is available specifically about sandhill cranes at Aransas National Wildlife Refuge

## Example

As an example, let's see what information is available about bison that is specific to Neal Smith National Wildlife Refuge.

### Step 1: Select the Quick Search



## Step 2: Specify Search Criteria and Run Search

First, you may enter a word or phrase in the 'Search Text' field. This is where you can enter your topic, which for our scenario, would be bison.



The screenshot shows the 'Quick Search' interface. At the top, it says 'Quick Search'. Below that is a section titled 'Search Using the Options Below'. Inside this section, there are two input fields: 'Search Text' and 'Organization'. The 'Search Text' field is highlighted with a red rectangle and contains the word 'bison'. The 'Organization' field is a dropdown menu with the placeholder text 'Begin typing...'. At the bottom right of the search area, there are two buttons: 'Clear Search' and 'Search'.

Note the following for the Quick Search:

- It automatically handles singular vs. plural (e.g., wolf vs. wolves)
- It searches many of the reference fields at once<sup>1</sup>
- It does not search the contents of the digital files themselves
- Additional ways to refine this search are provided below (See Refining Search)

Second, select Neal Smith National Wildlife Refuge from the **Organization** selector. Note that organization can refer to any FWS organization including a refuge and other offices and programs. By definition, a Reference is linked to an organization if it contains information explicitly about that organization. Thus, selecting an organization initiates a search for information specific to the respective FWS organization.



This screenshot shows the 'Quick Search' interface after the organization has been selected. The 'Search Text' field still contains 'bison'. The 'Organization' dropdown menu is now open, and 'Neal Smith National Wildlife Refuge (FF03RNLS00)' is selected, highlighted with a red rectangle. The 'Clear Search' and 'Search' buttons are still visible at the bottom right.

## Step 3: View Search Results

Search results are displayed in a grid.

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<sup>1</sup> The specific fields and other search logic are described in the Search Technical Documentation.

## Quick Search

Click to Expand Search Panel

Add selected to a Collection De-select All Download

File Count	Code	Type	Display Citation	Title	Year of Issue
1	1081	Memorandum	Allison S. 1996. Re: Bison Grazing and Prairie Restoration at W...	Bison Grazing and Prairie Restoration at Walnut Creek Nation...	1996
1	1084	Thesis	Boyd DP. 2003. Conservation of North American Bison : Status...	Conservation of North American Bison : Status and recommen...	2003
1	1020	Plan	Neal Smith National Wildlife Refuge. 2002. Fenced Animal Ma...	Fenced Animal Management Plan : Neal Smith National Wildli...	2002
1	1008	Unpublished Re...	Neal Smith National Wildlife Refuge. Grazing. Prairie City, Iowa	Grazing	
1	1087	Thesis	Kagima BW. 2008. Habitat selection and diet of native ungulat...	Habitat selection and diet of native ungulates in an ongoing t...	2008
1	1006	Unpublished Re...	Gilbertson N and Neal Smith National Wildlife Refuge. 2009. N...	Neal Smith National Wildlife Refuge : Fiscal Year 2009 : [Ann...	2009
1	1004	Unpublished Re...	Gilbertson N and Neal Smith National Wildlife Refuge. 2004. N...	Neal Smith National Wildlife Refuge : Fiscal Year 2003	2004
1	1005	Unpublished Re...	Gilbertson N and Neal Smith National Wildlife Refuge. 2004. N...	Neal Smith National Wildlife Refuge : Fiscal Year 2004 : [Ann...	2004
1	1003	Unpublished Re...	Gilbertson N and Neal Smith National Wildlife Refuge. 2003. N...	Neal Smith National Wildlife Refuge : Fiscal Year 2002 : [Ann...	2003
1	1002	Unpublished Re...	Gilbertson N and Neal Smith National Wildlife Refuge. 2002. N...	Neal Smith National Wildlife Refuge : Fiscal Year 2001 : [Ann...	2002
1	1108	Unpublished Re...	Neal Smith National Wildlife Refuge. Neal Smith monthly activ...	Neal Smith monthly activities reports FY 2001	
1	1029	Plan	Berger C and Neal Smith National Wildlife Refuge. 2004. Presc...	Prescribed Fire Plan : Neal Smith NWR : Bison South	2004
1	1068	Plan	Drobney P and Neal Smith National Wildlife Refuge. 2002. Pre...	Prescribed fire plan : Neal Smith NWR : North Bison Unit	2002
1	998	Unpublished Re...	Gilbertson N and Neal Smith National Wildlife Refuge. 2001. W...	Walnut Creek National Wildlife Refuge : Fiscal Year 1996/1997	2001

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In this case, there are 24 records<sup>2</sup> that meet the defined search criteria (see lower right). The following column headers for your search results are displayed:

- **File Count** -This shows the number of available files/links to access the information resource. In most cases you will see one file per reference although there are cases where there are more.
- **Code** - A unique identifier for each Reference. Click on the code to view the Reference profile which will provide more information about the information resource. Later modules will describe how this code can be to search for specific records.
- **Type** - The type of information being described. For instance, the majority of these records are Unpublished Reports.
- **Display Citation** - Includes authors, dates, title, publisher, etc.
- **Title** - The title of the information resource.
- **Year of Issue** - The date the information resource was officially published or created.

Note that columns can also be sorted and hidden.

Finally, if you are NOT satisfied with the search results, click on the search panel (above your search results) to refine your search criteria.

<sup>2</sup> Note that your count may be more or less than this depending on your permissions and whether new information has been added.

### Quick Search

[Click to Expand Search Panel](#)

Add selected to a Collection [De-select All](#) [Download](#)

File Count	Code	Type	Display Citation	Title	Year of Issue
1	1081	Sort Ascending	Bison S. 1996. Re: Bison Grazing and Prairie Restoration at Walnut Creek National Wildlife Refuge.	Bison Grazing and Prairie Restoration at Walnut Creek National Wildlife Refuge.	1996
1	1084	Sort Descending	and DP. 2003. Conservation of North American Bison : Status and recommendations.	Conservation of North American Bison : Status and recommendations.	2003
1	1020	Columns	Neal Smith National Wildlife Refuge. 2002. Fenced Animal Management Plan.	Fenced Animal Management Plan : Neal Smith National Wildlife Refuge.	2002
1	1008	File Count	Neal Smith National Wildlife Refuge. 2002. Fenced Animal Management Plan.	Fenced Animal Management Plan : Neal Smith National Wildlife Refuge.	2002
1	1087	Thesis	Neal Smith National Wildlife Refuge. 2002. Fenced Animal Management Plan.	Fenced Animal Management Plan : Neal Smith National Wildlife Refuge.	2002
1	1006	Unpublished Report	Neal Smith National Wildlife Refuge. 2002. Fenced Animal Management Plan.	Fenced Animal Management Plan : Neal Smith National Wildlife Refuge.	2002
1	1004	Unpublished Report	Neal Smith National Wildlife Refuge. 2002. Fenced Animal Management Plan.	Fenced Animal Management Plan : Neal Smith National Wildlife Refuge.	2002
1	1005	Unpublished Report	Neal Smith National Wildlife Refuge. 2002. Fenced Animal Management Plan.	Fenced Animal Management Plan : Neal Smith National Wildlife Refuge.	2002
1	1003	Unpublished Report	Neal Smith National Wildlife Refuge. 2002. Fenced Animal Management Plan.	Fenced Animal Management Plan : Neal Smith National Wildlife Refuge.	2002
1	1002	Unpublished Report	Neal Smith National Wildlife Refuge. 2002. Fenced Animal Management Plan.	Fenced Animal Management Plan : Neal Smith National Wildlife Refuge.	2002
1	1108	Unpublished Report	Neal Smith National Wildlife Refuge. 2002. Fenced Animal Management Plan.	Fenced Animal Management Plan : Neal Smith National Wildlife Refuge.	2002
1	1029	Plan	Berger C and Neal Smith National Wildlife Refuge. 2004. Prescribed Fire Plan.	Prescribed Fire Plan : Neal Smith NWR : Bison South	2004
1	1068	Plan	Drobney P and Neal Smith National Wildlife Refuge. 2002. Prescribed fire plan.	Prescribed fire plan : Neal Smith NWR : North Bison Unit	2002
1	998	Unpublished Report	Gilbertson N and Neal Smith National Wildlife Refuge. 2001. Walnut Creek National Wildlife Refuge : Fiscal Year 1996/1997.	Walnut Creek National Wildlife Refuge : Fiscal Year 1996/1997	2001

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## Step 4: Download File(s) / Access Links

There are three possible types of files/links a Reference may have:

1. **Digital** - A digital file uploaded to ServCat. Digital files are managed by ServCat ensuring appropriate and reliable access.
2. **External** - A link to the information resource. Generally, this is directly to a file although sometimes it is just a web page. Note that ServCat has no control over whether the links are valid and whether a file is still available.
3. **Web Service** - Web and map services (for advanced users).

To get additional information about the file/link, click on the '?' icon.

### Plan - (Code: 1020)

[Actions](#)

**Title** Fenced Animal Management Plan : Neal Smith National Wildlife Refuge

**Description** This is the fenced animal management plan for Neal Smith National Wildlife Refuge. Grazing by large mammals is a major factor in the tallgrass prairie/oak savanna ecosystem, and the Refuge is reintroducing bison and elk to graze the prairie. This plan outlines objectives, grazing management, disease prevention and control, management for public viewing, management needs, and equipment.

**Full Citation** Neal Smith National Wildlife Refuge. 2002. Fenced Animal Management Plan : Neal Smith National Wildlife Refuge

**Digital Resource Information**

- File Name: NLS\_2002\_FencedAnimalManagementPlan.pdf
- File Size: 692.2 KB
- Extension: pdf
- Download Link: <https://ecos-beta.fws.gov/ServCat/DownloadFile/1011>

[click here for more info](#)

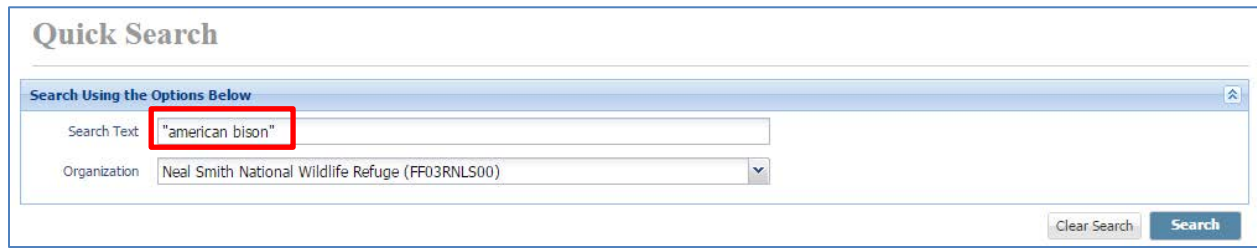
Type	Download Link	Description
Digital File	<a href="#">NLS_2002_FencedAnimalManagementPlan.pdf</a>	PDF of Plan

## Refining Your Search

If you get more than a couple hundred records in a search, consider refining your search criteria. Likewise, if you don't find what you are looking for, try other words, phrases or broaden your search to include other FWS organizations. The following sections give tips on how to refine your search and shows that the Quick Search, while rather simple, is fairly advanced in what it can do.

### Add Quotes

If quotes are added around a phrase, then the search will look for that specific phrase.



The screenshot shows the 'Quick Search' interface. It has a header 'Quick Search' and a sub-header 'Search Using the Options Below'. There are two input fields: 'Search Text' and 'Organization'. The 'Search Text' field contains the text '"american bison"' and is highlighted with a red rectangle. The 'Organization' field contains the text 'Neal Smith National Wildlife Refuge (FF03RNLS00)'. There are 'Clear Search' and 'Search' buttons at the bottom right.

### Use AND, OR and Parentheses

Multiple words in the text field will be intersected on search. For instance, the following will search for References that contain the words elk and moose:




The screenshot shows the 'Quick Search' interface. It has a header 'Search Using the Options Below'. There are two input fields: 'Search Text' and 'Organization'. The 'Search Text' field contains the text 'elk moose' and is highlighted with a red rectangle. The 'Organization' field contains the text 'Begin typing...'. There are 'Clear Search' and 'Search' buttons at the bottom right.

Is the same as:



The screenshot shows the 'Quick Search' interface. It has a header 'Search Using the Options Below'. There are two input fields: 'Search Text' and 'Organization'. The 'Search Text' field contains the text 'elk AND moose' and is highlighted with a red rectangle. The 'Organization' field contains the text 'Begin typing...'. There are 'Clear Search' and 'Search' buttons at the bottom right.

To broaden a search, use 'OR' between the words. For example:



The screenshot shows the 'Quick Search' interface. It has a header 'Search Using the Options Below'. There are two input fields: 'Search Text' and 'Organization'. The 'Search Text' field contains the text 'elk OR moose' and is highlighted with a red rectangle. The 'Organization' field contains the text 'Begin typing...'. There are 'Clear Search' and 'Search' buttons at the bottom right.

Finally, if you want to get even more advanced, search for all records containing the word fish and either the word elk or moose.



The screenshot shows the 'Quick Search' interface. It has a header 'Search Using the Options Below'. There are two input fields: 'Search Text' and 'Organization'. The 'Search Text' field contains the text 'fish AND (elk OR moose)' and is highlighted with a red rectangle. The 'Organization' field contains the text 'Begin typing...'. There are 'Clear Search' and 'Search' buttons at the bottom right.