USER GUIDE

Global Search
Basic User Guide

SYSTEMS24-7

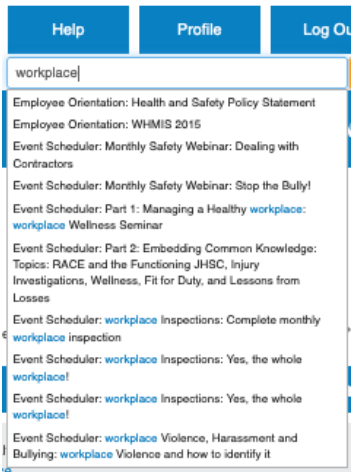## Global Search

Systems 24-7 allows users the ability to search your entire site for applicable resources. Below the profile and logout buttons is located a search option which allows you to search all features on the Systems 24-7. This global search will look into any item name, description, tag words or content within HTML resources. To use the global search, follow these steps. This search is beneficial to find any materials or resources located on Systems 24-7 under a particular topic.

To help ensure that the global search is efficient and useful please remember to add keywords to the text boxes when adding new to training courses, library resources (forms, posters, policies etc.), SDS sheets, and/or Monthly Talks. These keywords can help a user locate the items using this search function.

Step 1: Identify what you wish to search and type it into the search bar located in the top right-hand corner. As you type, some of the most popular results will be displayed.

Step 2: Select the **Go** button to complete your search of the entire site. The system will look for any related item names, key words in descriptions, tag words within courses, and text within HTML resources.

Step 3: Allow the system to load as the global search is conducted.

Step 4: The search results will be displayed and any instance of the word(s) you searched will be displayed. The results will display the feature the result was found under, the name of the item, a description if applicable, and the result's location (for example contained within the description, within the name, etc.).

Search Results

Step 5: Select the open button on the item you wish to open and review.

You can choose **More Advanced Features** if you would like to narrow down your search results.

Click the text to open a new page, this will show various filters that you can use to target a specific area of the system, such as a particular feature type, i.e., the library, if you are trying to find a document that you know is located there. You can also check the box to only find exact matches to your search criteria.