

## Searching

Searching can be done with the **QUICK SEARCH BAR** or by using the **FIND TOOL**.

### Quick Search Bar

The quick search bar is your single point of entry for finding items, bibliographic records, or patrons in Leap. It is always located at the top of the page.

1. The **Quick Search bar** can be used to open any type of record. You do not need to specify which type of search you are performing. The quick search takes your search terms and looks for a match in all databases: Patron, Item, and Bibliographic records.

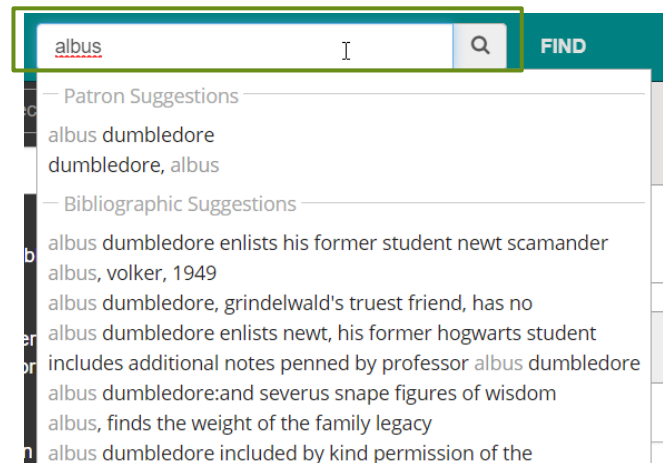
2. **Scan a barcode** into the quick search bar and you are brought directly to the record.

3. **Type keywords** like patron names and phone numbers, item titles, or author.

- a. The Quick Search **does not automatically truncate** search terms. If you want to use a wildcard in your search you must use an asterisk\*

4. If your search will yield more than one result. The **Find Tool** will open with all results so you can browse and select the correct record.

5. If there are **multiple results in multiple databases** the quick search will prompt you to select which type of record you are trying to find and then bring up the Find Tool for you to browse the results.



### Find Tool

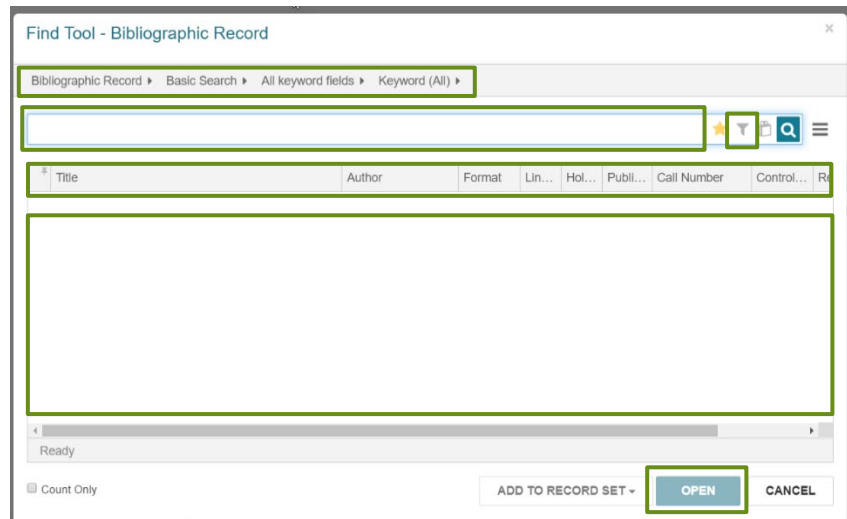
The **Find tool** is an advanced search tool for more complex searching.

1. Click the **Find button** located at the top of the web page and this will directly open the Find Tool.



2. The Find Tool includes: **search parameters, search terms**, options, including **column settings and search filters**, and **results**.

3. The search parameters are the 4 components that define your search: databases, search modes, qualifiers, and relations



- a. The **database** field identifies the type of records you are searching for.
  - b. The **search modes** are Basic, Browse, and Power.
  - c. The **qualifier** is your point of entry to the record and identifies the field being searched. There is a different list of qualifiers for each database.
  - d. The **relation** parameter defines the relation between the qualifiers selected and the search terms entered.
4. You can add a **filter** to your search by selecting the **funnel icon**. Then **click ADD CONDITION**. From here use the first drop-down menu to select the qualifier you wish to filter by and then enter the appropriate options in the second drop-down menu.
5. After selecting your search parameters and entering your search terms **click SEARCH** to perform your search. The results will be listed in the bottom section of the Find Tool.
- a. You can view the **number of results** in the lower right corner of the Find Tool.
  - b. You can **sort your results** by clicking the column headings at the top of your search results.
  - c. When you have found the record you are looking for, **double-click** the entry or **select the entry and click open**.
  - d. To return to your search results from the record, click the **RESULTS** button in the upper right of the record screen.

