

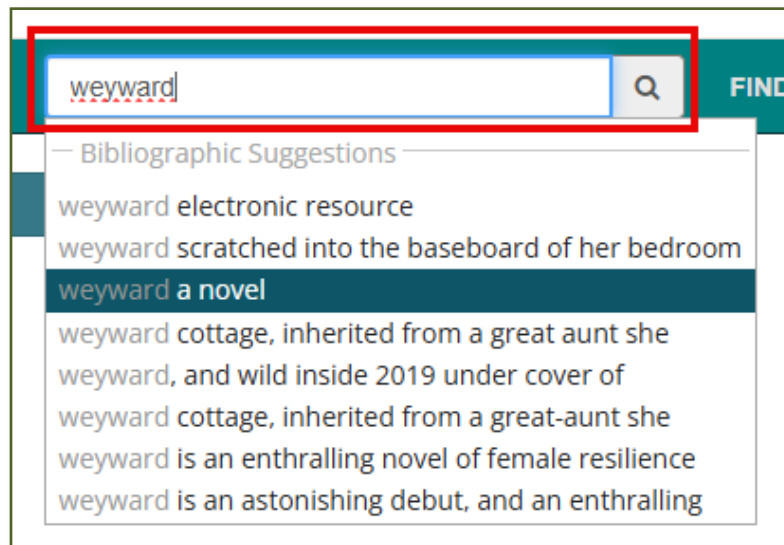
Searching

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 bibliographic, item or patron records 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. If you scan a barcode into the **Quick Search Bar** and you will be brought directly to the record associated with the barcode.
3. If you type keywords like patron names, phone numbers, item titles, or author's name, different options will appear in a drop-down menu below the Quick Search Bar.

Note: 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 yields more than one result, The **Find Tool** will open all and display all the results so you can browse and select the correct record.
5. If there are *multiple results in multiple databases* the **Quick Search Bar** 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.

The Find Tool

The **Find Tool** is an advanced search tool for performing more complex searches.

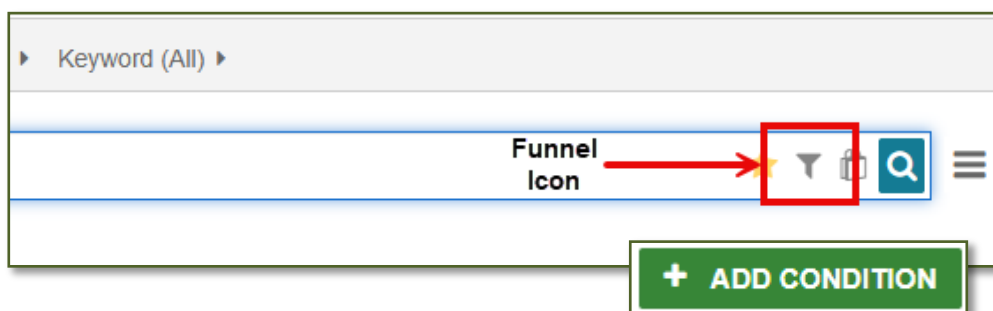
1. Click the **Find** button located at the top left of the web page and this will directly open the **Find Tool**.

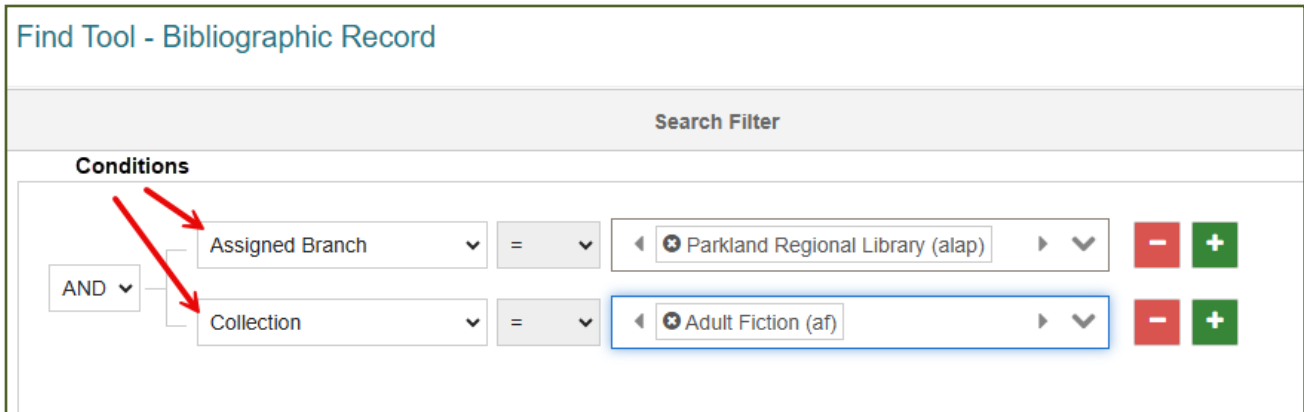


2. The **Find Tool** includes, search parameters, search terms, and options, including column, settings, search filters, and results.
3. The **Search Parameters** are the 4 components that define your search - databases, search modes, qualifiers, and relations.
 - a. The **database** field identifies 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.

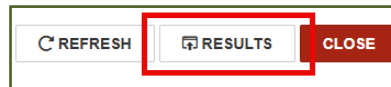




5. After selecting your search parameters and entering your search terms, click **Apply** and then **Search** to perform your search. The results will be listed in the bottom section of the **Find Tool**.



- 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. You can also edit your column headings by clicking the  at the top right of the dialog box.
- 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.



LEAP Workform Tracker

On the left side of the screen is the Workform Tracker. You can access this by clicking



1. The **Current** tab keeps track of all your open searches.
2. The **Recent** tab shows your recently closed searches.
3. You can pin it open while you work for a quick reference of your searches by selecting the pushpin icon.
4. Filter the search list by typing in the **Filter Workforms** box.
5. Close out all of your searches by clicking **Close All** at the bottom right of the workform. In order to close individual searches, you must close them on the screen not in the tracker.