

ADVANCED SEARCHING

You may find that when you use the standard search feature the Gateway returns too many results for you to look through.

Alternatively you may be interested in a particular area, type of event, subject or even be part of a particular audience. If so, advanced searches will help you find this information quicker.

Try This Yourself:

Before trying this ensure that you have logged into the Gateway (but remember you don't have to be)

- 1** Click **Advanced Search** on the shortcut bar
- The **Advanced Search** options will now appear
- 2** Click the selection arrow to see the list of **Key Areas**
- 3** Click the selection arrow to see the list of **Subject Areas**
- 4** Click the selection arrow to see the list of **Target Audiences**
- 5** Click the selection arrow to see the list of **Event Types**
- 6** Once you have made your selection/s click the **Search** button
- Your search results will now appear
- 7** The results box shows the number of results found...
- 8** ...as well as how many pages of results there are
- 9** To display the event click **Full Details**

The screenshot shows the 'Development Opportunities' search interface. At the top is a navigation bar with 'Advanced Search' highlighted. Below it is a search form with various filters: Course Type (All, Event, Module, Online Learning), Keyword, Event Code, Starts during or after (Today), Key Area (All Key Areas), Subject (All Subjects), Target Audience (Select a target audience), Towns/City (All Towns), Event Type (All Events), Is Pathway, and Map View. A 'Search' button is at the bottom of the form. Below the form are three dropdown menus: 'All Key Areas' (listing categories like Adults, Children's, etc.), 'All Subjects' (listing topics like Behaviour Learning, Care Management, etc.), and 'All Events' (listing event types like Briefing, Conference, etc.). Below these is a results summary showing '10 results found.' and a table for a 'Working With Interpreters Workshop' with columns for Session, Session Date, Session Time, Session Venue, Room Name, and Map. To the right of the table are buttons for 'Request a place', 'Full Details', 'Print Event', and 'Save Event'. A 'Printer friendly' link is also visible.

For Your Reference...

1. The more selections you make, the better your chance of narrowing down the search results
2. If you're not too sure where your event lies try each option separately

Handy to Know...

- You can do some quick subject specific searches by clicking the links on the tabs on the home page