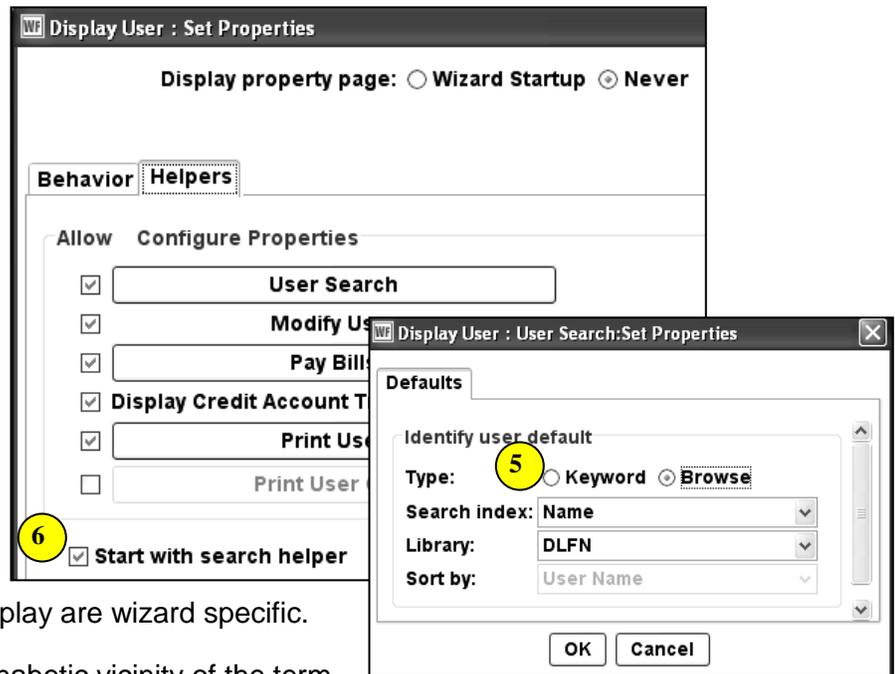


User Search Helper / Properties

The User Search Helper is used to locate a user record. Various search options are available. You can perform a keyword or browse search. If performing a keyword search, search options may include name, phone, email, user ID, Alt ID, etc. If performing a browse search, you can only search on user name.

Caution: Changes you make to this helper's properties apply globally whenever this helper is used.

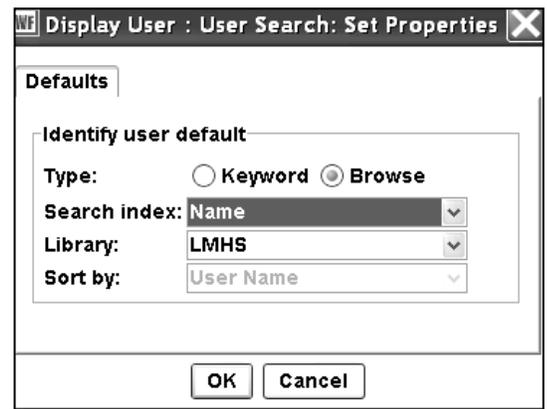
1. **Right-click** on the Display User wizard.
2. **Select** Properties.
3. **Click the** Helpers tab.
4. **Click the** User Search helper button.
5. Under **Type**, **select** the type of search you want to perform. You have these options:



- **Keyword** – Locates and displays user records that contain the terms you entered. Boolean operators, field qualifiers, and other search strategies can be used to narrow or expand your search. The search indexes that display are wizard specific.
- **Browse** – Produces a list in the alphabetic vicinity of the term you entered. For example, a search on Jones J might return all users with a last name of Jones and whose first name begins with J.

6. If you wish a wizard to start with the search helper, **put a check in Start with search helper** option.
7. Keyword search properties:

- **Select** the search option you want from the **Index** list. The search options that display in the Index list are defined in your library's policies.
- In the **Library** list, **select** the library to qualify your search.
- **Sort by** options are also available.



8. Browse search properties:

- In the **Search For** box, **type** the text you want to use for the search.
- In the **Library** list, **select** the library to qualify your search (if applicable).

Using the User Helper lookup to search for a user

1. If performing a **Keyword** search:

- In the **Search For** box, **type** the text you want to use for the search.
- **Select** the search option you want in the **Index** list. The search options that display in the Index list are defined in your library's policies. For example:
 - Name – Displays the user's name. Perform a partial name search for users by using a dollar sign (\$) as the truncation symbol. Include as many characters as possible before the truncation symbol so the resulting list is meaningful and concise. For example, searching for **smith, jo\$** produces a more concise hit list than searching for **smith\$** or **smith, j\$**.
 - User ID – Displays the user ID. The User ID field is limited to a maximum of 20 alphanumeric characters.
 - Alt ID – Displays the Alt ID (alternative ID) such as student ID number. The Alt ID field is limited to a maximum of 20 alphanumeric characters.
 - Homeroom – Displays a list of users in the same homeroom.
- In the **Library** list, **select** a specific library (or ALL_LIBS) to qualify your search.
- If you want to use multiple search options, do one of the following:
 - **Click AND** to search for user records using the AND operand. For example, a user record is considered a match if both the specified name and homeroom are found in the user record.
 - **Click OR** to search for user records using the OR operand. For example, a user record is considered a match if either the specified name or phone number is found in the user record.

2. If performing a **Browse** search:

- In the **Search For** box, **type** the text you want to use for the search.
- In the **Library** list, **select** the library to qualify your search (if applicable). If the Library field contains a specific library name, only user records for that particular library are searched. If the Library field contains the Full access to all libraries option, the user records of all libraries are displayed.

3. **Click** Search.

4. If a list of users displays, **select** a user, and then continue the current process.

NOTE: *Changes you make to this helper's properties apply globally whenever this helper is used.*

Note: For more detailed information or specific questions, use HELP wizard.