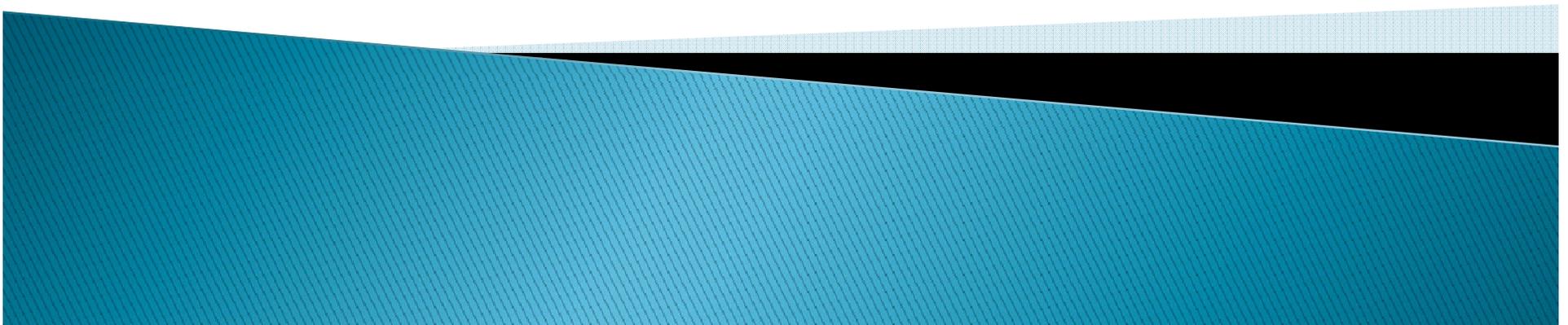


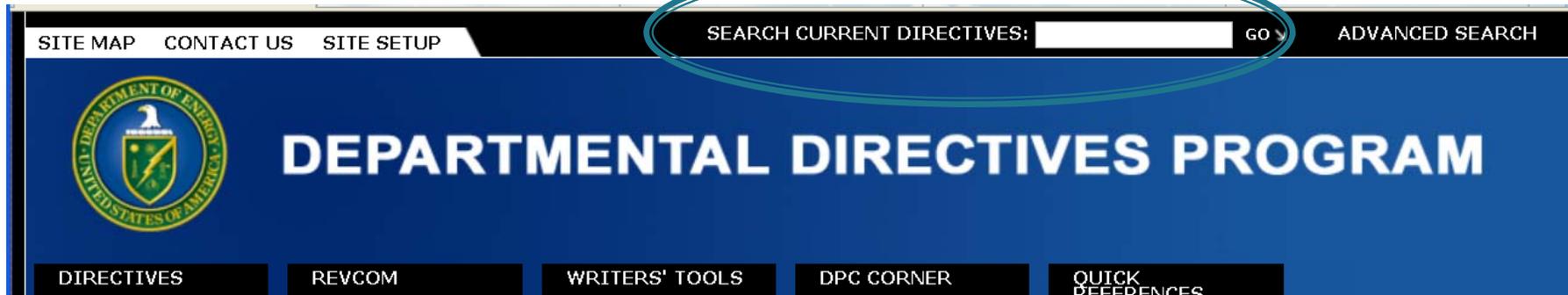
# The New Directives Portal

Search Options



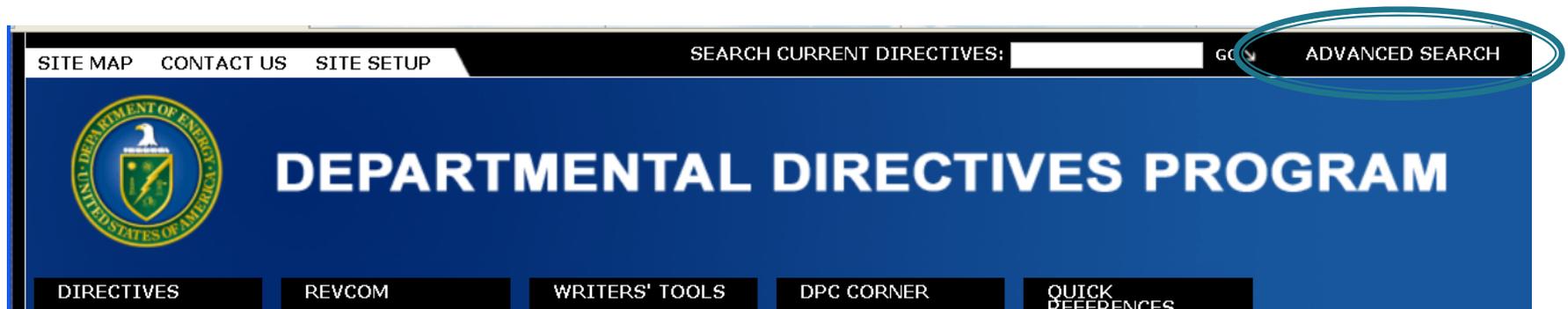
# Common Search

- ▶ Find the Search engine at the top of the Directives Portal homepage
- ▶ Search for current directives by number, topic or text



# Advanced Search

- ▶ Here, you can search archives, drafts, current directives, etc., for text content, subject, type, even organization and author
- ▶ On the homepage, select **ADVANCED SEARCH**



# Advanced Search Options

- ▶ Search text, titles, categories, and description
- ▶ Restrict to specific times

## Search Text

For a simple text search, enter your search term here. Multiple words may be found by combining them with contents, title and description.

## Title

Return items matching this title.

## Categories

Return items matching some or all of these Categories. Multiple words may be found by pressing **Ctrl** (or **Ap**

Match any

Match all

## Description

Return items matching this description. Multiple words may be found by combining them with **AND** and **OR**.

## New items since

Return items added since you were last logged on, the last week, etc.

## Issued before or after

Return items issued before or after a certain date.

Date Format: YYYY/MM/DD

# Search Text or Title

For a simple text search, enter your search term here. Multiple words may be found by combining them with **AND** and **OR**. The text in this contents, title and description.

## Title

Return items matching this title.

- ▶ Search for specific text (terminology)
- ▶ Or search for titles (or words that may be in directives titles)
- ▶ Examples:
  - A text search for *environment* finds 253 current and archived directives with that term in the text
  - A title search for *emergency* yields 25 current and archived directives



# Categories

- ▶ You can further define your search according to categories
- ▶ In the categories listing, you can choose from
  - 66 subjects
  - 50 issuing organizations
  - Directive series (100 to 6400)
  - Directive status (current, archived, etc.)
  - Directive type (order, manual, etc.)
  - More than 200 writers
- ▶ NOTE: Select any combination of specifics by holding the Ctrl key
- ▶ Choose *Match any* or *Match all* to further define your search

**Categories**  
Return items matching some or all of these Categories. Multiple words m

- Accounting
- Administrative Support and Services
- Attendance and Leave
- Auditing
- Budget and Financial Management
- Business and Support Services
- Classified Matter

Match any  
 Match all

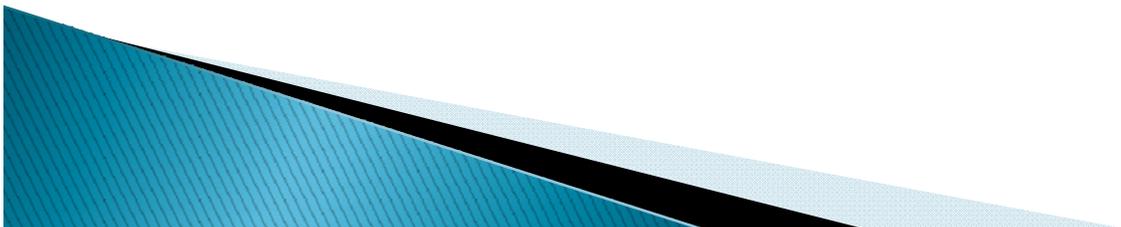
# Description

## Description

Return items matching this description. Multiple words may be found by combining them with **AND** and **OR**.

- ▶ The Description allows you to enter specific word combinations using quotation marks
- ▶ For example *“official” AND “use” AND “only”* yields 12 directives

Compare that search to a text search for *“official use only”* (100 directives) or a text search for official use only (no quotes) which results in more than 500 that use *one* of those words in the text



# Issue Dates

- ▶ You can search for new directives issued since
  - Last log-in
  - Yesterday
  - Last week
  - Last month
  - Ever

**New items since**  
Return items added since you were last logged on, the last we

Ever

**Issued before or after**  
Return items issued before or after a certain date.

Before

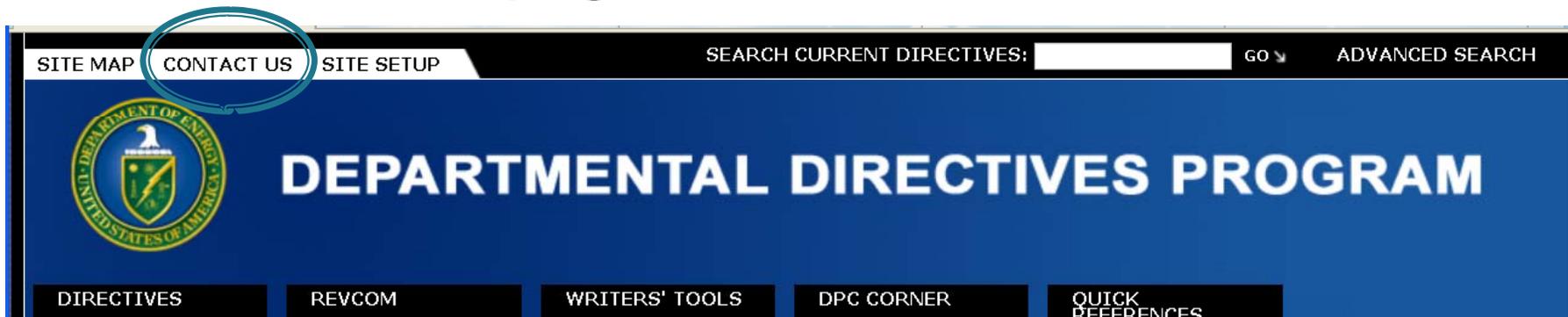
Date Format: YYYY/MM/DD

- ▶ You can restrict the search to directives issued before or after a specific date



# Questions?

- ▶ Send feedback via the CONTACT US function on the homepage



- ▶ Send us a note at [support@doxcelerate.com](mailto:support@doxcelerate.com)

