

Search Results

Having run a [search](#), the results are displayed in the search results screen.

This presents the results in a manner that the System Administrator has deemed appropriate for the type of material the database stores and manages. A variety of actions are possible, all configurable by the System Administrator.

These include:

- [Content Types](#)
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 *Search results are defined in System Management > [Search Results Templates](#)*

The search results are displayed in a Search Results table:



#	Title	Publication Date	Authors	Document Type
1	The Journal of law, medicine & ethics : a journal of the American Society of ...	1995	A Committee Of Dutch Scientists	Book
2	The Journal of law, medicine & ethics : a journal of the American Society of ...	1995		Book
3	The Impact of Human Rights Law on General International Law		Kamminga, Menno T. Scheinin, Martin	Book
4	The Journal of law, medicine & ethics : a journal of the American Society of ...	1995		Book
5	The Impact of Human Rights Law on General International Law		Kamminga, Menno T. Scheinin, Martin	Book

Content Types

By default, the records from the search are displayed in different tabs, one tab for each different Content Type. These are categories of material defined by the System Administrator. For example Printed Materials that might comprise Books, Serials, Articles, Reports.

By default, the Content Type with the most records found in the search is displayed as the first tab and the results are presented in brief.

Alternatively, the results of a search can be displayed with all records in one tab, or in one tab followed by the individual Content Types in separate tabs.

 *The order and format in which Content Types are displayed can be changed in OPAC Maintenance ([Content Type settings](#))*

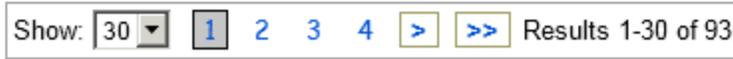
Click on a tab to see the records for that particular Content Type. The field headings (columns) in the display may change according to the type of content. The column headings that appear are configurable by the System Manager using the [Search Results Template](#).



Search Results		
Printed Material (37)	Multimedia (2)	Serial (2)

Navigating through the records

If there are more results than will fit on one screen, use the arrows or page number links to navigate through the results:



Navigate through most records across **all** content types displayed in the current search result list using this facility. There are however a few exceptions:

- The control is not enabled if you are viewing a "Part" or "Related" record which has been selected from within a displayed record, as this record does not appear in the original search results. When this happens, to get back to the normal navigation control, either click into one of the original open tabs or return to the search results and select another record.
- If several records have been opened and viewed already, these will be skipped and the next **unopened** record will be displayed. This is because the system does not allow a record to be open more than once on the screen.

The number of records displayed on the page can be changed by selecting from the "Show" drop-down list.

i The options for the number of records on the page is defined in System Configuration Maintenance ([Common Settings](#)). The default number of records per page is defined separately in [Common Settings](#).

Record features

If search highlighting has been enabled, the terms searched on will be highlighted according the preference (bold, highlight etc) set by the System Administrator.

i Search highlighting is enabled in [OPAC Maintenance > Options](#)

Some records have additional features such as attached documents or associated websites. These are denoted by symbols as follows:

Symbol	Meaning	
	Published / unpublished record	<p>This is provided for information only: the record is either published or not published. This determines whether a record is visible on the Search Results by an End User or not</p> <p>i Whether the Publish icon displays or not is determined in the Search Results definition for each Content Type</p>
	Website	<p>Click on the symbol to open the website that the icon is a link to, in a new window. Hover the cursor over the symbol to show the website name.</p> <p>Note that if the record contains more than one website address, only the first address can be accessed from this screen. It would be necessary to display the full record to see all URL links</p>
	Attached document	<p>Click on the symbol to open the document using the application that the file is associated with. For example, a file with a .doc extension will open with Microsoft Word.</p> <p>Note that if the record contains more than one document, only the first document can be accessed from this screen.</p>
	Part record	<p>This record is part of another record, eg a chapter within a book.</p> <p>Note that this is not clickable: it is for information only.</p>
	Volume record	<p>This record is a Volume of a set, eg. Volume 1 of 2 volumes e.g. "Chitty on Contracts".</p> <p>Note that this is not clickable: it is for information only.</p>
	Reviews and ratings	<p>Other users have added a review or rating. Click on the numbers in brackets to see the reviews and ratings.</p>

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Sorting the records

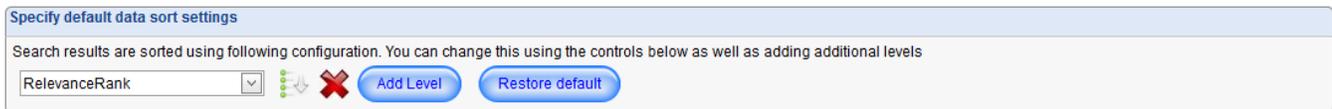
If more than one record is found, the records are sorted by a field determined in Search Results Administration.

 You can turn this option off for End Users in OPAC Maintenance > Options

Change the sort order by clicking on the **Sorting** button in the Search Results form, immediately above the record results:



The sort options then appear:



To define the sort order:

1. Click on the drop-down list to select a field to sort by, or select **Relevance**. The fields are displayed in alphabetical order.
2. To change the direction of the sort from Descending (Z-A) to Ascending (A-Z), click the arrow icon to the right of the field list.
3. To add another field to sub-sort by, click on the **Add Level** button and repeat steps 1 and 2. Note that if the results are sorted first by relevance, sub-sorting can refine that further by differentiating between records with equal ranking.

To change the sort order definition:

- to remove a level from the sort, click the red cross icon next to the field
- to return to the default (sorted by relevance), click the **Restore default** button

 Note that this functionality is exactly the same as for defining [search results](#) in System Management

Selecting the screen view

Records may be displayed in either a grid view or a custom view, depending on what has been [defined by the System Administrator](#)



To change the view, click on the drop-down arrow to select.

Adjusting the column widths

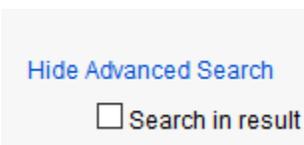
Adjust the width of a column to display more of the information.

Hover near the header for the next column until you see the double-headed arrow, then drag it across until the column is the desired width.

Searching within the search results

Refine the search by entering a new term in the All Fields Search box and ticking the **Search in result** box before clicking **Search**.

Alternatively, you can see and refine your search by clicking **Show Advanced Search**.



The refined search results are then displayed in the table.

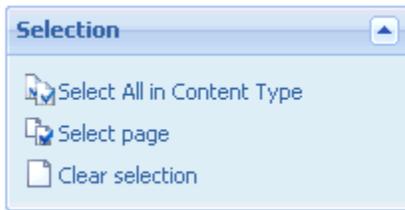
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Selecting records

Select records in the search results by:

- ticking the box next to the records of interest
- in the Selections menu, clicking **Select All in Content Type**, to select all records of the Content Type being viewed, including multi-page results for that Content Type
- in the Selections menu, clicking **Select page** to select all records on the current page being viewed

To undo a selection, click **Clear selection** from the Selections menu.



Viewing records in more detail

To view further detail about a record, click on the Title of the record. This presents the Full Record display screen.

To do this for more than one record, tick the box next to the records you wish to view, then click **View selected records** in the Actions menu.

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Editing a record

To edit and make changes to the record, click **Edit** next to it. This will take you to the Catalogue Edit screen.

Saving your search

Save the search, either as a report or as the search criteria so that the same search can be run at a later date.

Adding records to a collection

Add individual records to a new or existing collection: this is similar to the Favorites function in Internet Explorer or Bookmarks in Firefox

Actions menu

The following actions are available:

<div data-bbox="154 157 511 189">Records actions</div> <ul data-bbox="162 210 406 598" style="list-style-type: none">View selected recordsCreate new recordExportMergeStart new searchRequestDeleteRestorePublishUnPublish <div data-bbox="154 619 511 651">Basket</div> <ul data-bbox="162 672 341 756" style="list-style-type: none">Add to basketView basket (0)	<ul data-bbox="568 157 1169 399" style="list-style-type: none">• View selected records: to view the full record• Create new catalogue record: to create a new catalogue record• Export: to export the selected records to print, email or file• Merge: to merge the selected records together• Start new search: return to the search screen• Request: to request the selected items• Delete: to batch delete the selected items• Restore: to batch restore the selected items• Publish: to batch publish the selected items• UnPublish: to batch unpublish the selected items <p data-bbox="552 430 657 462">Basket:</p> <ul data-bbox="568 483 1120 535" style="list-style-type: none">• Add to Basket: to add the selected record(s) to the Basket• View Basket: to view records already in the Basket
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Note: If the user has been assigned a [Role](#) (Administrator, Catalogue Administrator, Librarian or Clerical) and they have been assigned limited edit rights so that they can only edit certain record types, then for titles that they do not have edit access to, the edit link will not be shown.

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