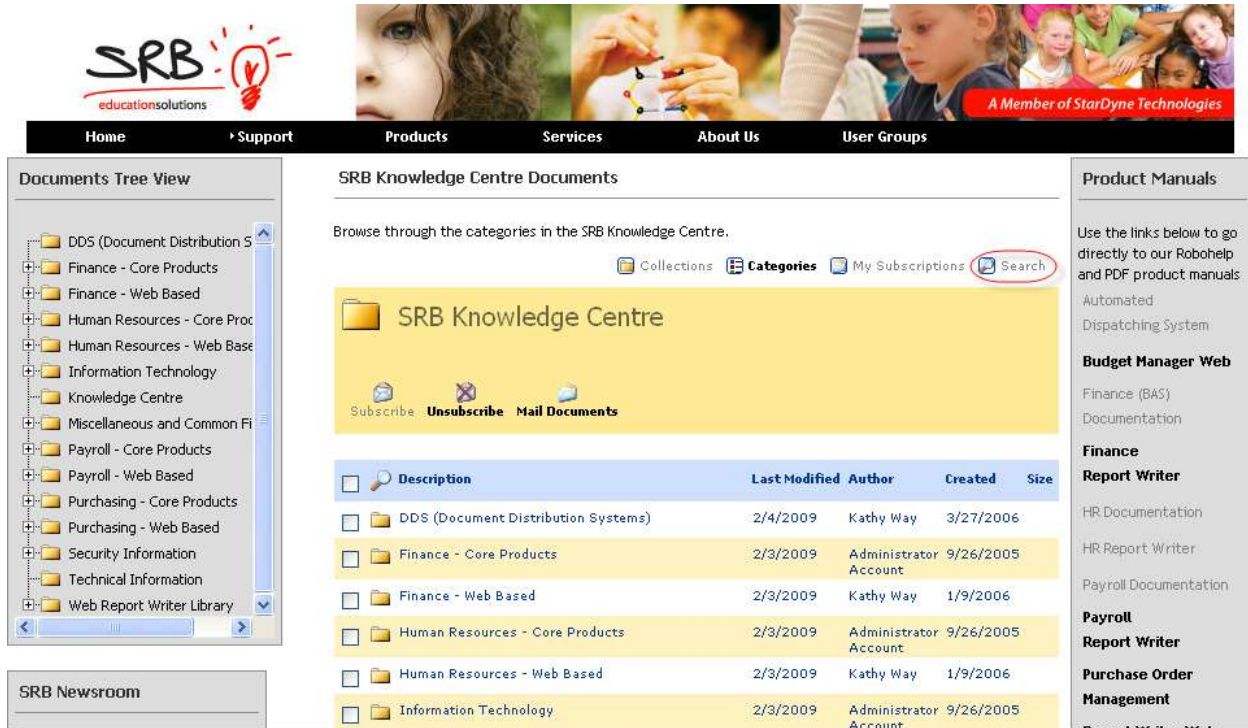


Searching the SRB Knowledge Centre

One of the quickest ways to find information on the Knowledge Centre is to use the “Search” command on the main Knowledge Centre page. After you have reviewed this document it is highly recommended that you experiment with the search capabilities to gain a solid understanding of the various combinations of search criteria.



The screenshot shows the SRB Knowledge Centre website. At the top, there is a navigation bar with links for Home, Support, Products, Services, About Us, and User Groups. Below the navigation bar is a banner image of children with the text "A Member of StarDyne Technologies".

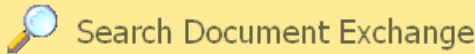
The main content area is titled "SRB Knowledge Centre Documents" and includes a search bar with a "Search" button circled in red. Below the search bar is a table of documents:

Description	Last Modified	Author	Created	Size
DDS (Document Distribution Systems)	2/4/2009	Kathy Way	3/27/2006	
Finance - Core Products	2/3/2009	Administrator Account	9/26/2005	
Finance - Web Based	2/3/2009	Kathy Way	1/9/2006	
Human Resources - Core Products	2/3/2009	Administrator Account	9/26/2005	
Human Resources - Web Based	2/3/2009	Kathy Way	1/9/2006	
Information Technology	2/3/2009	Administrator Account	9/26/2005	

On the right side of the page, there is a "Product Manuals" section with links to various manuals, including "Automated Dispatching System", "Budget Manager Web", "Finance (BAS) Documentation", "Finance Report Writer", "HR Documentation", "HR Report Writer", "Payroll Documentation", "Payroll Report Writer", and "Purchase Order Management".

Click on “Search” and the following screen appears. You can specify what you are searching for by selecting fields that you want to base the search on and by specifying selection criteria.

[Collections](#) [Categories](#) [My Subscriptions](#) [Search](#)



[Subscribe](#) [Unsubscribe](#) [Mail Documents](#)

Field	Select	Search Term
<div style="border: 1px solid #ccc; padding: 2px;"> Title Title Author Keywords Original Filename Country Department District Level Product Name Prov/State </div>	Contains Contains Contains Contains AND	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
		<input type="checkbox"/> Show each version of document
Search		

Most of the time many of your searches will be based on data for the following fields:

Title: Title or description of the document you are looking for.


Keywords: Words that have been attached to the document as it was posted to the Knowledge Centre.

Original Filename: Actual name of the file.

Department: HR, Finance, IT, Payroll, Purchasing, etc.

Options for selection criteria are self-explanatory and are as follows:

[Collections](#)
[Categories](#)
[My Subscriptions](#)
[Search](#)

 Search Document Exchange

[Subscribe](#)
[Unsubscribe](#)
[Mail Documents](#)

Field	Select	Search Term
Title	Contains	
Title	Contains	
Title	Contains	
Title	Contains	

Combination: AND
 Show each version of document

[Search](#)

“Contains” is the most general of the selection criteria and will return the most results. Including documents where the search field “contains” the word(s) you are looking for. For example entering “bas” search term within the Title field will return any document that contains the letters “bas” in it. **To ensure that you locate only “bas” documents make sure you enter a space after the s.**

It is critical that once you’ve entered your search criteria that you click the “search” button on the left hand side below the criteria boxes. DO NOT PRESS ENTER.

Field	Select	Search Term
Title	Contains	
Title	Contains	
Title	Contains	
Title	Contains	


Combination: AND
 Show each version of document

Search

Search Sample #1

The following search shows how to use 2 fields with an OR combination (don't forget to click on "search" after you key in your data).

[Collections](#)
[Categories](#)
[My Subscriptions](#)
[Search](#)



Copy Cut Delete

Hard Delete Undelete Lock Unlock Approve Subscribe Unsubscribe















Mail Documents

Field	Select	Search Term
Title	Contains	year end
Keywords	Contains	year end
Title	Contains	
Title	Contains	

Combination OR **Show each version of document**


[Search](#)

Results for Search Sample #1




<input type="checkbox"/>  Description	Last Modified	Author	Collection
<input type="checkbox"/>  Year End Procedures	1/31/2006	Kathy Way	Payroll - Core Products
<input type="checkbox"/>  Payroll Year End Procedures (Calendar and Fiscal) 	6/13/2007	Administrator Account	Year End Procedures
<input type="checkbox"/>  Payroll Year End Procedures (Fiscal) 	6/13/2007	TSC User Admin	Year End Procedures
<input type="checkbox"/>  PRM Year End Checklist 	4/22/2008	TSC User Admin	Documentation (hrcore/hr)
<input type="checkbox"/>  Year End Exception Reports 	4/4/2006	Debbie Schmaltz	Finance (BAS)
<input type="checkbox"/>  Year End Steps 	6/8/2006	Debbie Schmaltz	Finance (BAS)
<input type="checkbox"/>  Year End Surplus Deficit Options 	6/8/2006	Debbie Schmaltz	Finance (BAS)

Search Sample #2


The following search shows how to use 3 fields with an AND combination (don't forget to click on "search" after you key in your data). Results are also listed.











Search Document Exchange

 Subscribe
 Unsubscribe
 Mail Documents

Field	Select	Search Term
Department ▼	Contains ▼	Payroll
Product Name ▼	Contains ▼	ops
Title ▼	Contains ▼	year end
Title ▼	Contains ▼	

 Combination
AND ▼
 Show each version of document

[Search](#)

<input type="checkbox"/>	Description ▲		Last Modified	Author	Collection
<input type="checkbox"/>	 Payroll Year End Tips & Tricks		5/9/2006	TSC User Admin	Payroll - Core Products
<input type="checkbox"/>	 Year End Guides		2/15/2006	Louise Kadlecik	Year End Procedures
<input type="checkbox"/>	 Year End Procedures		3/29/2006	Administrator Account	Year End Procedures
<input type="checkbox"/>	 Year End SIN Report		1/30/2006	Louise Kadlecik	Year End Procedures

Experimenting with a variety of different search combinations is the best way to become familiar with the search capabilities.