Information Directory Maintainer’s Training

Department Maintenance – Other Search Criteria

Other Search Criteria for a department consists of acronyms, keywords, and alternate/previous names.

1. To modify Other Search Criteria, begin by selecting the **Modify** link.
2. The **Modify Other Search Criteria** page will display.
3. Select the **Alternative/Previous Name** text box.
4. Type in the **Alternate/Previous Name** of the department. Use the alternative name if you do not want it to be displayed in the phone book or if you want it to be a separate top level reference.
   a. **NOTE:** Please type one name per line.
5. Click the **Modify Other Search Criteria** button.
   a. You will receive a confirmation displaying either a success or error message.
6. Click the **Continue** button.
7. The **Alternate Name** will appear under the **Other Search Criteria** heading.
8. To continue modifying the **Other Search Criteria** click on the **Modify** link.
9. Select the **Acronym** text box.
10. Type in the department acronym.
    a. Note: Acronyms may contain only letters or digits with no spaces (NO PERIODS). Please enter only one acronym per line.
11. Click the **Modify Other Search Criteria** button.
    a. Once again, you will receive a confirmation message.
12. Click the **Continue** button.
13. Notice that the **Acronym** information appears under the **Other Search Criteria** heading.
14. To continue modifying **Other Search Criteria** click on the **Modify** link.
15. Select the **Keyword** text box.
16. Type in the Keyword(s) for your department.
   a. **NOTE**: Keywords may contain only letters, digits, hyphens, and apostrophes with no spaces. Please enter one Keyword per line.
   b. Please use one word Keywords that are specific/unique to your area. For example **Advising** would be a good keyword for the Gateway Student Success Center. Whereas **Department** is too generic as it can apply to many areas across campus.
17. Click the **Modify Other Search Criteria** button.
   a. Once again you will receive a confirmation message.
18. Click the **Continue** button.
19. The Keyword information is displayed under the **Other Search Criteria** heading.
20. Select the **Basic Search** link.
   a. The Basic Search for a department searches on the department name, the alternate name and Keywords. It does not use acronyms in the search.
   b. Please use Keywords in a search sparingly (if at all). Only use if you cannot find the department within your initial searches.
21. Enter the department and click the **Search** button.
22. The example result of the Basic Search will display.
23. To narrow down your search using a specific Other Search Criteria attribute, click on the **Advanced Search** link
   a. In the Department search (Advanced) page, you can search by a series of options using the Current and Alternate/Previous Names, Keyword(s) and Acronym.
24. Select the **Acronym** text box.
25. Type in the **Acronym** of the department you are searching for.
26. Click the **Search** button.
27. The example result of the Advanced Search will display.
28. To delete any of the **Other Search Criteria** entries, you have to access the **Modify Other Search Criteria** page.
29. Delete the entry from the field. This can be done by either highlighting it and pressing the **Delete** key on your keyboard or by clicking in the text box and backspacing it out.
30. Click the **Modify Other Search Criteria** button.
31. Click the **Continue** button.
32. Notice that the deleted field no longer appears under the **Other Search Criteria** heading.