TAGGS Advanced Search Video Help Transcription
Video 2: Primary Search 3:50

Now, let's conduct a search.

But first, a few general rules.

You select search criteria using familiar controls, such as entering text in fields, choosing one or more items from a list box, and clicking one or more checkboxes.

Each list box has the top listing as its default selection, so if you do not choose any items in the box, the top selection will be included in your search. When selecting from any of the list boxes, hold down the CTRL button on your keyboard and click on the desired item. On a Macintosh, use the Command key. To deselect an item, click on it. If you do not select an item in a list box, TAGGS will include all the items in that list in the search.

Text boxes such as Award Title Keyword do not allow special characters such as %, &, and #. If a special character is entered, an error message will display. Click the OK button on the error message to remove it.

For checkboxes, click the box to select or deselect the item.

A common mistake users can make when creating searches is to accidentally select "illogical" criteria. This results in a "No Matches Found." message. For example, if you chose "Arizona" from the Grantee State list box and "Netherlands" from Grantee Country list box, no records match <u>both</u> of these criteria, so the "No Matches Found" message would display. So - illogical search criteria are something to watch out for.

Let's begin our search at the first tab titled Primary Search Options.

When you first arrive at the Advanced Search page, this tab is open by default. Click on the red header if you want to close it.

There are two search criteria. Award Title Keyword is a text field in which you type in only one or more "key" words. TAGGS will search for those words in the titles of all awards that you include in this search. Note that if you enter multiple key words, TAGGS will look for award titles containing ALL the keywords you entered. For example, if you entered "Colleges Universities," the search will look for both words in an award title, NOT awards containing "Colleges" or "Universities" in the title.

Fiscal Year Award Made is a list box that displays the years (1995 to the Present 2012) for which TAGGS has records of HHS awards. You can select all fiscal years, multiple fiscal years, or just one fiscal year. If you do not select any years from the list box, TAGGS will search through all fiscal years for which there are awards.

You can search by either criterion, or combine both for a more precise result.

In this example, I'm entering "University" in the Award Title Keyword field. And in the Fiscal Year Award Made list box, I'm selecting one year, 2011. If I selected no other search criteria in the Advanced Search page, TAGGS would search for all awards made in 2011 that have the word "University" appearing in their titles.

Note: The Award Title Keyword field does not search through Award *Abstract* Titles, only Award Titles. If you want to search through Abstracts, you'll have to use the Award Abstract Search Tab as we'll see in a later video.