

CDOL Tip of the Week. October 31, 2011

CDOL Use: Searching Smart

With a little forethought users can drastically reduce the number of keystrokes and increase successful results when searching for an organization or a leader.

1. Users often try to type all of the letters in each word, when just a few letters will produce the same results. For example:
 - Words can often be shortened to a few letters: “West Jordan Ward” can be shortened to “we j ward” and produce the same results (capitalization doesn’t need to be used, shortened the words, but still spelled out organization type)
2. When searching, type a few letters of any known unique words, and then execute the search to see what if any results are returned. If the search does not produce the desired results or too many results, modify the search criteria by adding or removing letters, or adding the wild card (%) for letters when a misspelling is suspected.
 - Realize that sometimes, if a spelling is not known, experimenting and searching a longer list may be required. For example, when searching for “Oquirrh ward ” the process might include:
 - i. What letters are known? Maybe only “o” and “r”
 - ii. Typing “o%r ward” (CDOL automatically puts a wild card at the end of each word, so “o%r” would give the same results as “o%r%”) produces a lot of results (more than 200)
 - iii. Increasing the number of results displayed on a page to 100 (by using the display drop down found at the top and bottom of the results list) allows the complete list to be scanned in three pages. The “Oquirrh” units are found in the first 100 results in this example

