

## **CDOL Tip of the Week. December 12, 2011**

### **CDOL Searching Smart: Using the Property Address Field in Advanced Search**

One of the truly powerful but rarely used features in Advanced Search is the “Property Address” field. Although this field is only visible on Organization searches, it can be a helpful tool in locating leaders, too, if only the approximate location of the meetinghouse is known.

Located near the bottom of the screen in the “Where are you looking?” section, this field allows users to put in a piece of information found in a single unit, or multiple units, that will help return a specific set of results. For example, if a user wanted to find all of the wards within a specific postal code, a specific city, or along a specific street, the user can use this field to aid in that search. For this example, we will use wards within a specific postal code. To accomplish this, do the following:

1. In CDOL go to advanced search
2. Using the default setting of Organization search type, open the drop-down for “Organization Type” and select “Select Organization Type(s)” and when the pick list appears, put a check mark in the box to the left of “Ward”
3. Go to the “Where are you looking?” section and in the “Property Address” field type the postal code in which the search is to occur (in CDOL most domestic wards have a zip or postal code in the organization address)
4. Perform the search
5. The results should show all wards within that postal code

The same process can be repeated using a city, a street name, or even a specific street number or text string unique to a certain location. So long as the search string appears in the Primary Location address, CDOL should be able to find results. Additionally, the Property Address feature can be combined with other features, including:

1. Keyword(s)
2. Classification
3. Church Location
4. Political Location

The method for using each of these additional features has already been discussed somewhat in prior tips of the week, as well as in the User Manual accessed by using the link in CDOL.