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## Using Operators

### Concept

**Operators** enable you to conduct a search on limited amounts of information, such as first letters for names, descriptions, or IDs.

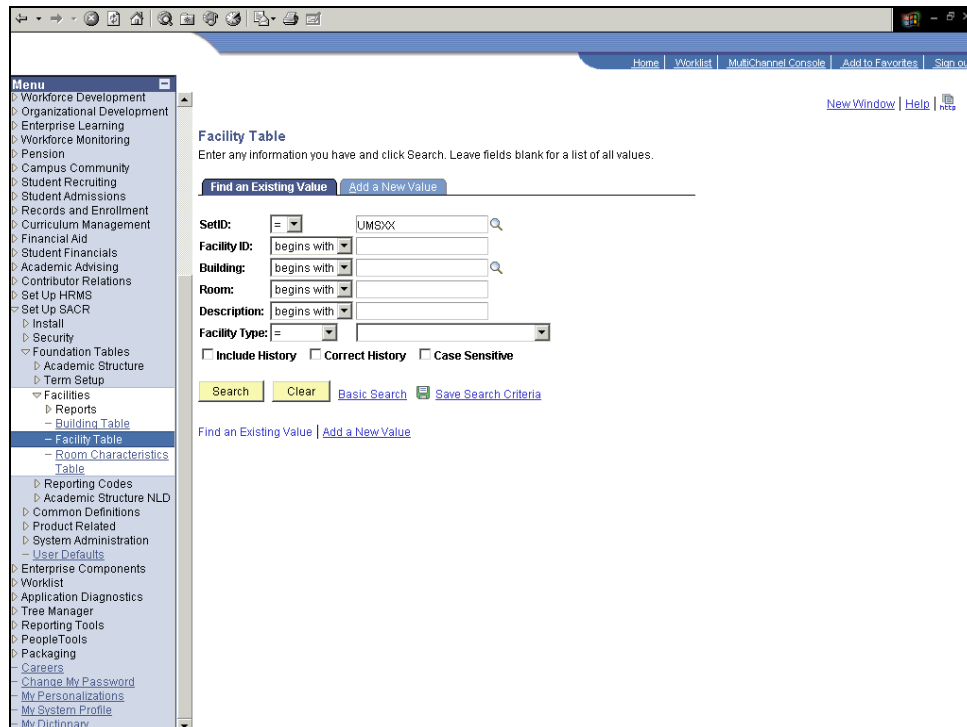
### Additional Information

### Procedure

Step	Action
1.	The advanced search page defaults the operators used for each search key. Notice on the search page displayed that the default for all but two of the search keys is <b>begins with</b> . This means that the system searches for records that match, based on the key beginning with the criteria entered in each field.



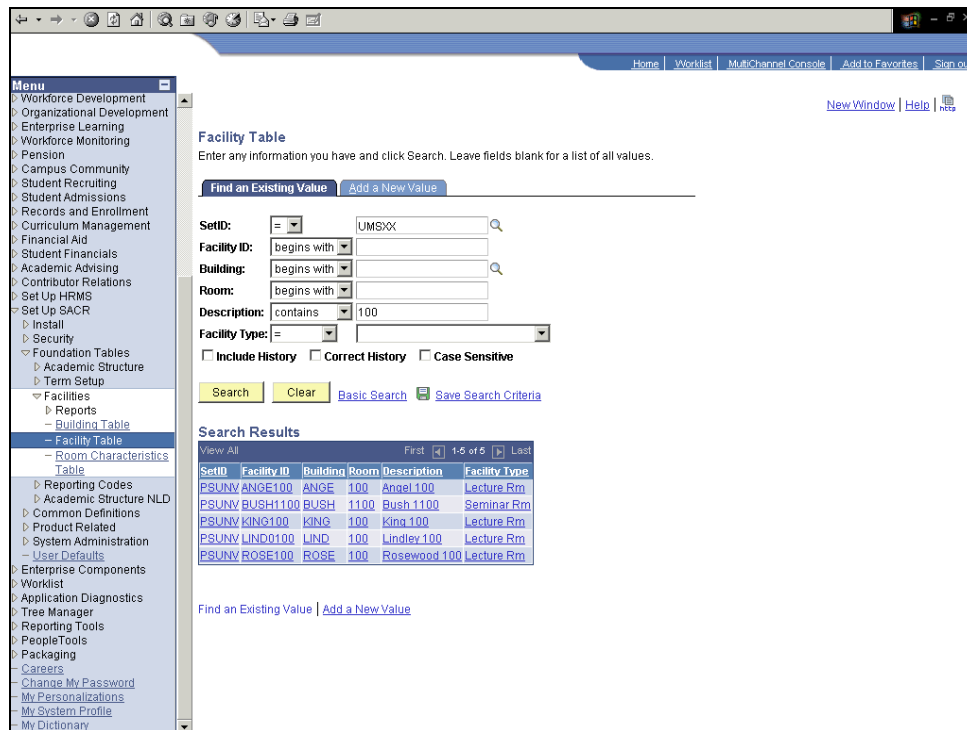
Step	Action
2.	Displayed below is a list of all the operators that are available when conducting a search.


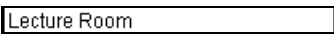



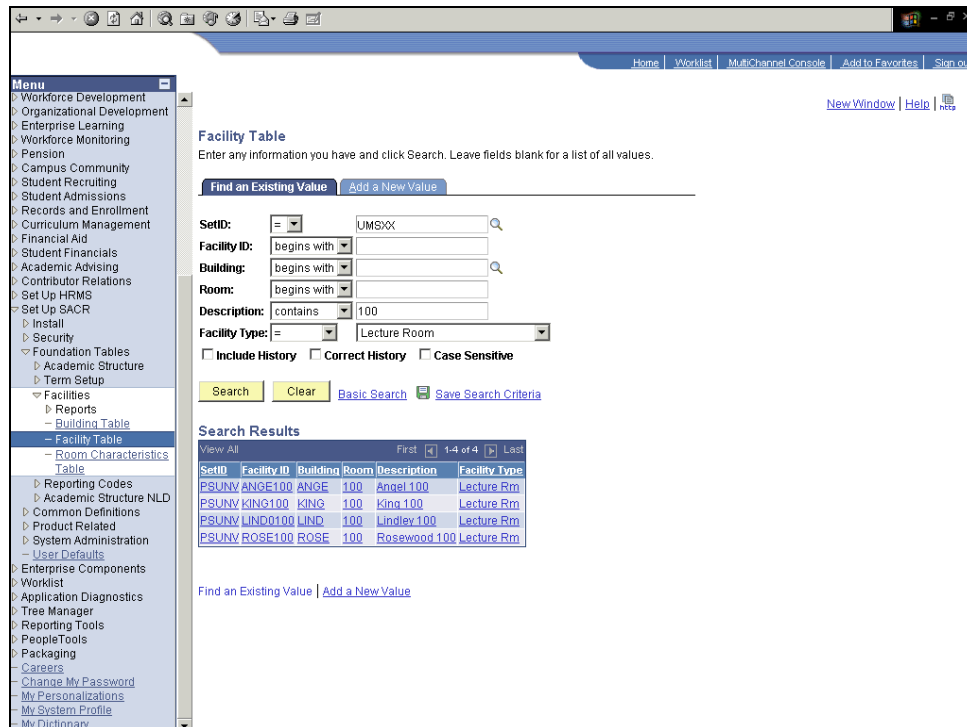
Step	Action
3.	<p>In this example, you are searching for a facility. Suppose your institution has facilities that use numeric indicators. You do not know the specific number of the facility, but you know that 100 is used somewhere in the description. If the first set of numbers in the facility description were "100," you could use the "begins with" operator and enter the numbers "100" in the field next to the operator. This would return all locations that begin with the numbers "100." For this example, you do not know where the numbers fall in the description, so you need to use a the "contains" operator.</p> <p>Click the <b>Description</b> list.</p> <p><input type="text" value="begins with"/></p>
4.	<p>Click an entry in the list.</p> <p><input type="text" value="contains"/></p>
5.	<p>Click in the <b>Description</b> field.</p> <p><input type="text"/></p>
6.	<p>Enter the desired information into the <b>Description</b> field. Enter "<b>100</b>".</p>
7.	<p>Click the <b>Search</b> button.</p> <p><input type="button" value="Search"/></p>
8.	<p>The <b>Search Results</b> list displays all the facilities with the numbers "100" in the description.</p>

# Business Process Document

## Fundamentals: Using Operators



Step	Action
9.	In another example, using an operator for more than one field helps to make your search even more specific. For example, a search for a facility with a description that contains the numbers "100" could be further narrowed by selecting the "=" operator for the Facility Type and selecting "Lecture Room." Click the <b>Facility Type</b> list. 
10.	Click an entry in the list. 
11.	Click the <b>Search</b> button. 



Step	Action
12.	The <b>Search Results</b> list displays all the facilities with the numbers "100" in the description and a facility type equal to "Lecture Room."
13.	In summary, operators can be used to further define your search criteria. <b>End of Procedure.</b>