SIMPLE SEARCH

In this tutorial, you will learn how to perform a simple search on the Oriental Institute’s Search Our Collections webpage. Once you navigate to the page at oi-idb.uchicago.edu, you will see the search bar at the top of the page. By default, the options are set to search all departments and all information in the database. This Search All Keyword search is a very powerful option. To perform a search, simply type the desired values into the search bar and press return or click the Submit button. If you simple enter terms without any punctuation, the database will search for any combination of those terms across all departments and data. For example, a search for Ancient Egypt will find all records containing these two words. However, a search for “Ancient Egypt” will find all records containing these two words in that particular order. Your results will be divided among the tabs for the various departments in the OI. Clicking on any of the tabs will display the relevant records. You can further sort and refine your results with the sort menu in the upper left and the facets on the right side of the screen. Further detailed information for searching, sorting, and manipulating data from the Search Our Collections can be found in the many tutorials on our Wiki page at OI COLLECTION SEARCH DOT WIKISPACES DOT COM. If you found this video helpful, please like it on Youtube and visit our wiki page for further.

Description

The the Oriental Institute Collections Search page displays the simple search box at the top of the page:

By default, the simple search selects "Search All" from the drop-down menu and Keyword as the search criteria. This is similar to a "Google search" and it means that the user will find any records that include the value entered into the search box. In more technical jargon, the Search All - Keyword search will perform a query across all the data in the database. At the present time, this will search all records within the Museum Collection, Research Archives, and Photographic Archives data silos for any given values. Placing a term in the keyword search will search all fields in the database for that term (e.g., Keyword=Egyptian). Placing two terms in the keyword search will search all fields for both of those two terms without regard to order (e.g., Keyword=Egyptian papyri). If terms are placed inside of quotes, then the database will search for the terms in the exact order the terms were entered (e.g., Keyword="Egyptian papyri"). As another example, a search Eye of Horus without quotes will result in records with "eye" or "Horus" in all fields in any order. Search "Eye of Horus" with quotes will result in records with the exact match "Eye of Horus" in that order in any field. Click the "Submit" button or press the "Enter/Return" key on the keyboard to perform the search.