

V. SEARCHING

BASIC SEARCH - USING KEYWORDS

J-HELP Database

In order to expedite a search for what the user is seeking, J-Help has identified four (4) categories which are located in the bottom-left hand section of the webpage. This narrows down the list of 700 available keywords to those only associated with the selected category.

1. Click the circle next to the category of interest (e.g. employment). Scroll through the abbreviated list of keywords.
2. Click to highlight the appropriate keyword.
3. Click "Search Now"

This database contains 5,000 program listings. To locate a service, *using one of the specific keywords* (also referred to as services), select "Entire database".

Selecting a Geographic Location

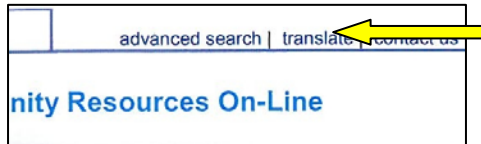
Located in the top-left of the home page is an option to set geographic search area. The default is "All Areas". To narrow the search area, click the circle next to the appropriate option and select desired area from the drop down menu.

TIP: Start with an "All Area" search. See how many resources are available. Then, limit the search area. Search parameters that are too narrow show fewer results.

ADVANCED SEARCHING - BEYOND KEYWORDS

Advanced searching is used to find the listing for a more specific type of organization, or if the seeker only has partial information (e.g. part of the address, part of the name, or former or alias names for the organization).

One example is to find organizations with the word *Jewish* anywhere in the title of the name.



The user must click "advanced search" on the home page, and on the right side of the screen.

Click the drop-down box across from "Search Type" and select "Program Record(s)"

Search Type:

Search contains text Name begins with

Select one or more options below

Search In:

Name

Address

Also Known As

Notes/Description

Find Text:

Click "Search contains Text"

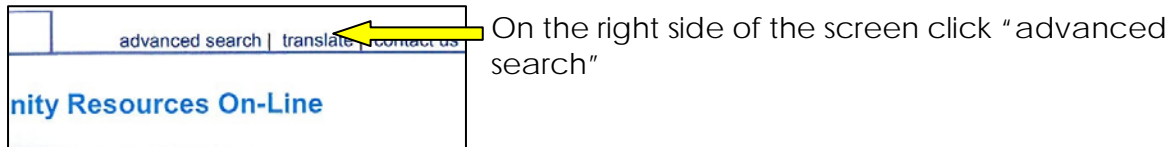
"Search In:" Name and Also Known As

Write the word 'Jewish' in the 'Find Text' box

Select "All Areas" and "Search Now"

A second example is if the user is seeking a specific service or item not included in the keyword list.

To locate *cervical collars* in any of the 5,000 program descriptions go to the home page and . . .



Click the drop-down box across from "Search Type" and select "Program Record(s)"

Search Type:

Search contains text Name begins with
Select one or more options below

Search In:

Name
 Address
 Also Known As
 Notes/Description

Find Text:

Click "Search contains Text"

"Search In:" Notes/Description

Write the word 'collar' in the "Find Text" box

Select "All Areas" and "Search Now"

NOTE: When using the "Find Text" feature. Enter only one unit of text (e.g., one word "CJE" or one string of numbers "3003"). Words out of order, misspelled words, spaces, etc. may affect search results.