Using Search

Searching Your BlueStep™ Sites

BlueStep™ products excel at providing data storage, information management and document accessibility for your users. The newly-refined Search tool makes locating the precise needed information even quicker and easier.

You may search your public BlueStep-hosted site without logging in; however, more comprehensive search results are obtained if you login with the username and password created when you registered with your organization. To do a search within any private sites, you will already be logged in when the Search link becomes available.

To proceed, click on the **| Search |** link on the site dashboard at the top right of the screen. The resulting screen will list your organization's name and allow several searching options, as seen below.

In the Search Words field, enter any keyword(s) that you know to be part of the item for which you are searching. There are also several operators that you may add to the field that will help to define the search parameters.

–   Enter one word to search on and use the minus sign to eliminate any instances where a second or third word occurs in conjunction with the first.
Example: film –movie –photographs –negative –motion pictures

" "   Place a phrase within quotes to search for the exact combination of words, spaces and/or characters in the order and format in which they are entered.
Example: "2nd rating factors"

~   Enter a tilde to search for synonyms and terms related to the search word.
Example: ~restriction

!   Exclamation points will allow a search for words that have a sound similar to the sound of the search word.
Example: !fysical

?   When the spelling of a search word is in question, use a question mark to 'fuzzy' search for possible intended or matching words.
Example: ?coelesce

$ Place a dollar sign before root words in order to do a 'stem' search for derivatives using the root plus a prefix and/or suffix.
Example: $run

or   Use between words to indicate a search for any of the listed words.

Leave a blank space between words to search for instances where all the listed words occur, in any order.
Example: program youth out-patient

Or enter a combination of the above operators to refine your search.
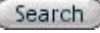Example: "sleep products" mattresses foam –down

In the Search In section, indicate whether the search should be conducted on the site where you are currently logged in or on all sites and Teams within your organization. Click the appropriate radio button.

The Search For section contains a list of item types through which you can direct the system to search. The narrower you confine the search, the quicker and more specific will be the search results. These item types search in various areas as follows:

- Content – searches title and text of pagelets (but not any content that is sourced or referenced in the pagelet), the name and text of composite and HTML/custom pages (but not any content that is sourced or referenced in the page), and the title and content of structured content pages.
- News/Discussions – searches content of the news/discussions page and any titles
- Surveys – searches survey names and questions, but not the answers
- Calendar Events – searches events titles and details
- Shared Files – searches file titles
- Shared Files Content – searches the text content of shared files and media library
- Projects/Tasks – searches the names and content of notes in any projects and tasks

The Content and News/Discussions selections are checked by default. You may choose one or more of the other item types, as well as uncheck Content and News/Discussions, as needed.

You may also set the number of results that will be visible on each screen by selecting a number from the Results Per Page drop-down. When you are satisfied with your selections, click the Search button (Search) at the bottom of the screen. The results will be returned as in the following example.

Caltec Search

Search Criteria

Search Words	*	GrowthClimate
Search In		⦿ This Site ○ All Sites/Teams in the Organization
Search For	*	☑ Content ☑ News/Discussions ☐ Surveys ☐ Calendar Events ☑ Shared Files ☑ Shared Files Content ☐ Projects/Tasks
Results Per Page		10 ▾

* Required   (Search)

Search Results
33 Result(s) Found

| 26 Content Items | 0 News/Discussions | 2 Shared Files | 5 Shared Files Content |

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1. **Experiential Education** : GrowthClimate
   GrowthClimate Self-Worth and Character Development Centers are a unique and innovative solution for parents and professionals seeking the perfect...

2. **About GrowthClimate** : GrowthClimate
   GrowthClimate is a organization that brings together the curriculum, organizations, staff and staff training to create an overall educational and...

3. **Quality Standards** : GrowthClimate
   The GrowthClimate Self-Worth and Character Development Centers offer the following advantages: Small, intimate and nurturing environments Broadly...

4. **How GrowthClimate Is Different** : GrowthClimate
   Awareness Many youth care programs share common goals. Some seek to heighten the awareness of their participants. Almost universally, however, when...

5. **The GrowthClimate Goal** : GrowthClimate
   The goal of GrowthClimate programs is to help each participant become his or her own best resource. Real growth does not only come from what a...

6. **The GrowthClimate Mission** : GrowthClimate
   Our mission is to help youth develop character and self-worth through self-worth therapy, experiential education and service. Self-Worth Therapy...

7. **List of Centers BKelley** : GrowthClimate
   The GrowthClimate Self-Worth and Character Development Centers include: The Recreational Learning Center Offers recreational experiences that...

8. **The Technology Institute** : GrowthClimate
   Technology has the ability to improve the way we live and communicate. The GrowthClimate Technology Institute teaches technology in a nurturing...

9. **Home** : GrowthClimate
   Call the GrowthClimate Parent Support Hotline 1-866-213-5177 Or to request more information click here

10. **GrowthClimate ADVANCED:** : GrowthClimate
    Putting Freedom Principle into Action   One of the outgrowths of participation in this advanced course will be a deepened understanding of the...

All results will be displayed on tabbed pages that correspond to the search items you selected. In this example Content, News/Discussion, Shared Files and Shared Files Content were selected. Each of the tabs shows the number of results found in each item type. You may navigate to those pages and view the search results by clicking on the tabs.

Occasionally, a red message will appear at the top of a screen that is displaying results. The message ⊘ *Due to security restrictions or other factors, one or more items are not displayed*

below indicates that there are some items that are available through the search you have conducted, but to which you do not currently have access. This may be remedied by logging in with your username and password, if you have not already done so. If you are logged in, but still receive the message, then the items are secured by permissions that you have not been granted. Contacting the site administrator or the person you believe posted the things in question is your best route to gaining access to the restricted items.

Step-by-Step in Search

Conducting a Search
- Click the **| Search |** link
- Enter any search words
- Check for available operators that would be applicable to the search words
- Select current site or all sites/Team(s) in which to search
- Check to select item type(s) to be searched
- Set number of results per screen
- Click the Search button