Training

SIERRA SYSTEMS ADMINISTRATION
How To Limit a Search in Sierra

Pre-search limit:

1. In any search mode of the various workflows within the Sierra application, select an index from the drop-down menu and enter the desired search term (for example, author "Kozol Jonathan").
2. Click the '+' (Additional) button to the right of the search data entry box.
3. Enter the limits you wish to apply to the search (for example, publication year between 1990 and 2000) and click "Apply".
4. The results set should include only titles published between 1990 and 2000 by author Jonathan Kozol.

Post-search limit:

5. In any search mode of the various workflows within the Sierra application, select an index and enter the desired search term (for example, author "Kozol Jonathan"). Click "Search".
6. When the results appear, click the '+' (Additional) button to the right of the search data entry box to limit the results set.
7. Enter the limits you wish to apply to the search (for example, publication year between 1990 and 2000) and click "Apply."
8. The results set should include only titles published between 1990 and 2000 by author Jonathan Kozol.

Updating the search limits:

For both pre- and post-search limits, click the '+' (Additional) button to the right of the search data entry box to clear or change the limit currently in place. Click "Clear" at the bottom of the window to completely remove any previously entered limit criteria. Or, if you wish to change or add information to your limit, update the limit criteria and click "Apply" to run the search with the updated limits.

Increasing the search limits:

It is possible to enter multiple limits. Select the drop-down arrow next to any of the options and choose from the list that appears. Click on "Apply" and the results will display on the screen.

It is also possible to select multiple limits for a single search. For example, choose to limit to more than one language by clicking on the + sign next to the drop-down arrow at the right end of the limit selection box. A second search for "language" will appear and the language can be selected by clicking the drop-down arrow and choosing from the list of options.

Additional options for limiting searches can be applied by selecting from the list of facets that are to the left of the results display screen. Click on the desired option and the search results will be

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updated on the display screen. To remove the limit placed on a facet, click on the X in front of the selected facet and the entire list of facets will display again and the search results will be updated.

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