

I2I USER GUIDE 004 – “HOW TO ADVANCED SEARCH USING I2I”

The i2i Platform has an intuitive advanced search function located on the i2i homepage. It allows you to control the type of results you get, pinpoint specific information and easily locate exactly what you need. The three step process is:

1. Navigate to the Advanced Search function located under ‘Search’ in the navigation bar
2. Populate the fields and select ‘Search’. Your results will be displayed below the search bar.
3. Browse search results- and repeat the process if you don’t find what you are looking for!

To see the Advanced Search process, view a quick video [here](#).

1. Locate the Advanced Search Bar

You will need to navigate to the Advanced Search function from your home page. To do this, navigate to and select the ‘Search’ icon located in the navigation menu on the left hand side of your screen. You will be directed to the Search Page which will display the Advanced Search bar.

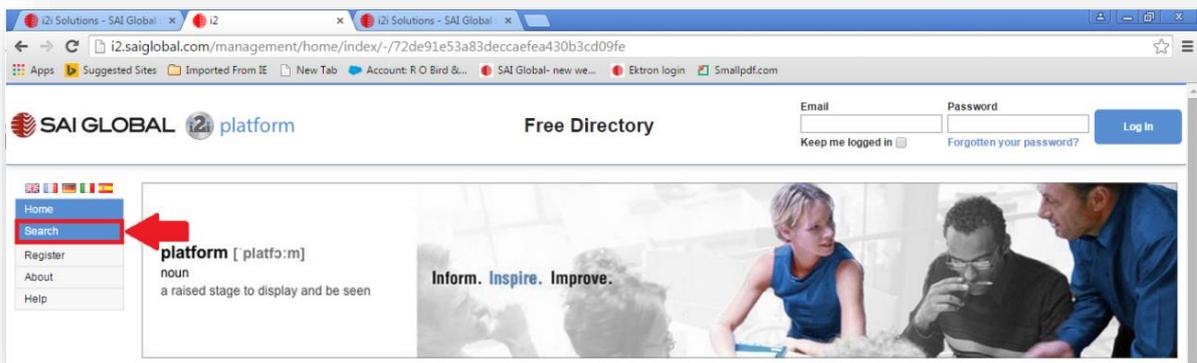


Figure 1. Locate ‘Search’ in side bar

2. Conduct your search

1. To conduct an ‘Advanced Search’ populate at least on field in the top section of the form (document number, titles or key words), and as many fields as you like in the rest of the form (publisher, country, currency etc)
2. You can select “Need more search options?’ to see additional search fields which allow you to be even more specific in your designation
3. Select the ‘Search’ button in the bottom left of the screen

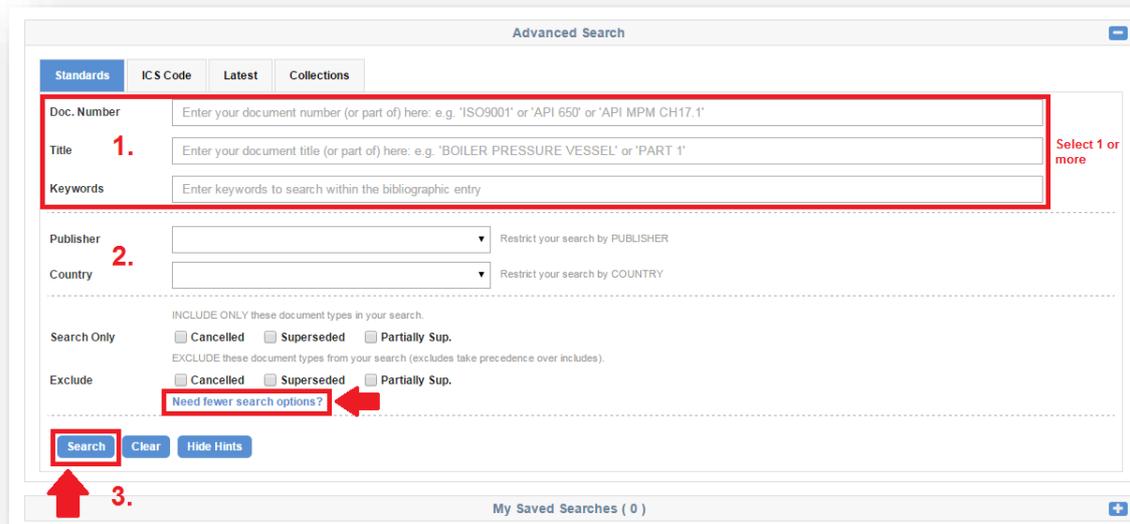


Figure 2. Advanced Search

3. Browse Search Results

1. i2i will present a results list under the Advanced Search bar. The search bar will reformat to display your search criteria and remind you of the designators you selected.

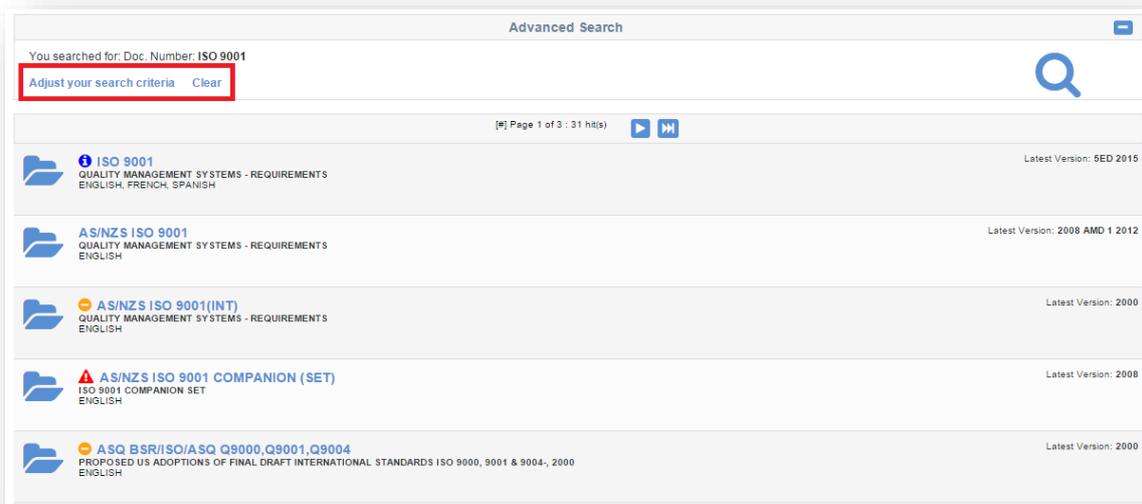


Figure 3. Advanced Search results

2. You can use the 'Adjust your search criteria' or 'clear' icons at the top of the page to amend your designation
3. These results are listed in order of relevance. This is calculated by an algorithm that takes into account the search terms you entered and how well they match the document name, the documents metadata and the word count.

Handy Hints:

- Like in google, you can use special characters to assist your search. % is the wildcard search character, * can be inserted in place of a missing word, “search text” requires that text matches exactly what is in the quotation marks, search & text will mean both words must be in the result. Using these will help you control the types of results you get if you are searching in your industry.
- Use the ‘*sort result by*’ drop down menu (located at the top right hand side of the screen) to help you refine your search results. You can sort your results by relevance or alphabetically.
- In your list of results you will notice coloured icons next to the document title. These icons will alert you of change to a standards status, whether it has been recently updated, superseded or cancelled. This will help you find the most relevant standard.