

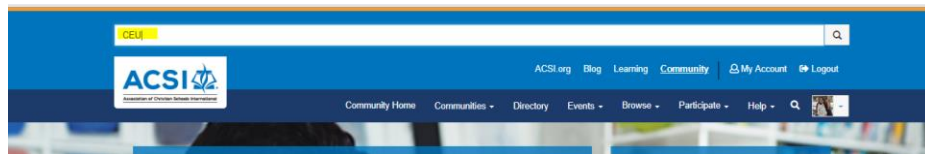
Universal Search Feature

This feature searches across all community groups that are open membership or that you belong to. (It will not search invitation only community groups unless you are a member).

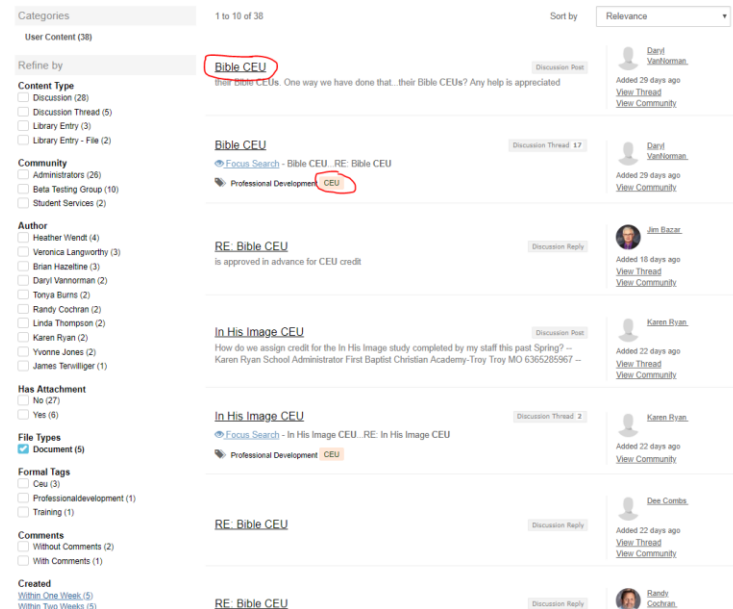
- I. Click on magnifying glass next to Help and Profile picture



- a. Enter in as much about the item you are trying to find as possible and click on the magnifying glass
 - i. This is where tagging becomes a huge tool for discovering resources quickly and easily



- b. Use the different options to narrow down the results
 - i. The search returns any results where CEU appears in the Title or in a Tag



Categories 1 to 10 of 38 Sort by Relevance

User Content (38)

Refine by

Content Type

- Discussion (28)
- Discussion Thread (5)
- Library Entry (3)
- Library Entry - File (2)

Community

- Administrators (26)
- Beta Testing Group (19)
- Student Services (2)

Author

- Heather Wient (4)
- Veronica Langworthy (3)
- Brian Hazeltine (3)
- Daryl Vannorman (2)
- Tonya Burns (2)
- Randy Cochran (2)
- Linda Thompson (2)
- Karen Ryan (2)
- Viviane Jones (2)
- James Terwilliger (1)

Has Attachment

- No (27)
- Yes (6)

File Types

- Document (5)

Formal Tags

- Ceu (3)
- ProfessionalDevelopment (1)
- Training (1)

Comments

- Without Comments (2)
- With Comments (1)

Created

- Within One Week (5)
- Within Two Weeks (5)

Search Results:

- Bible CEU** (Discussion Post) - Daryl Vannorman, Added 29 days ago. One way we have done that... their Bible CEUs? Any help is appreciated.
- Bible CEU** (Discussion Thread 17) - Daryl Vannorman, Added 29 days ago. Focus Search - Bible CEU. RE: Bible CEU. Professional Development CEU.
- RE: Bible CEU** (Discussion Reply) - Jim Bazar, Added 18 days ago. is approved in advance for CEU credit.
- In His Image CEU** (Discussion Post) - Karen Ryan, Added 22 days ago. How do we assign credit for the In His Image study completed by my staff this past Spring? -- Karen Ryan School Administrator First Baptist Christian Academy-Troy MO 6365285967 --
- In His Image CEU** (Discussion Thread 2) - Karen Ryan, Added 22 days ago. Focus Search - In His Image CEU. RE: In His Image CEU. Professional Development CEU.
- RE: Bible CEU** (Discussion Reply) - Dee Corbis, Added 22 days ago.
- RE: Bible CEU** (Discussion Reply) - Beeth Cochran.

1. Search by tag categories
 - a. Only categories returned in search will be available

Categories

User Content (38)

2. Search by Content Type, Community location, Author, whether it has an attachment, type of file, additional tags, whether there are Comments and when it was created

Refine by

Content Type

- Discussion (28)
- Discussion Thread (5)
- Library Entry (3)
- Library Entry - File (2)

Community

- Administrators (26)
- Beta Testing Group (10)
- Student Services (2)

Author

- Heather Wendt (4)
- Veronica Langworthy (3)
- Brian Hazeltine (3)
- Daryl Vannorman (2)
- Tonya Burns (2)
- Randy Cochran (2)
- Linda Thompson (2)
- Karen Ryan (2)
- Yvonne Jones (2)
- James Terwilliger (1)

Has Attachment

- No (27)
- Yes (6)

File Types

- Document (5)

Formal Tags

- Ceu (3)
- Professionaldevelopment
- Training (1)

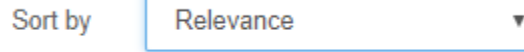
Comments

- Without Comments (2)
- With Comments (1)

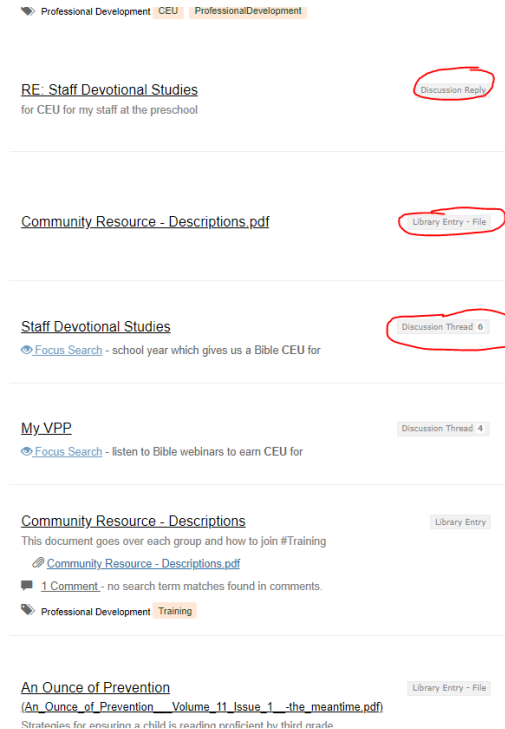
Created

- [Within One Week \(5\)](#)
- [Within Two Weeks \(5\)](#)

3. Sort by Relevance, Most Recent or Least Recent



4. You can check the list to see if it was a Discussion Thread, a Post or content in the Library



c. You can also click on the View Thread, View Community, View Library or View Library Entry directly from the list



d. Clicking on the title will take you to the discussion or content item

