

COMPLEX SEARCH

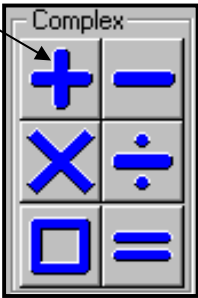
Complex Search – also known as Boolean Searching

Alice’s Boolean searching is extremely powerful. Alice allows you to tag or add as many terms as you require for use in a Boolean search.

Terms can be tagged using the **OR** (Include), **AND** (Refine), and **NOT** (Exclude) operators and a restriction window allows you to specify specific media criteria.

The buttons displaying the COMPLEX Boolean operators **remain hidden until the first term is highlighted**. This maintains a “clean” screen layout for patrons not using the Boolean capability.

Once a desired term is highlighted and the **Include** button is clicked, the other complex search buttons appear.



Boolean Operators

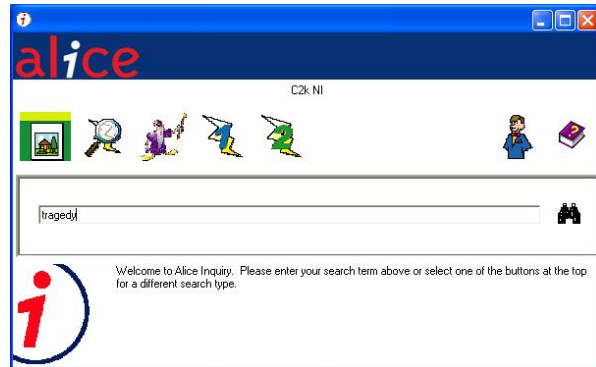
Complex Buttons

Include – Or	Exclude – Not
Refine – And	Criteria to Restrict
Clear Tagged Terms	View Tagged Items

Complex / Boolean Search Example

In this search example, we are looking for resources on either the subject **Tragedy** or the or **Elizabethan**. We want to restrict this search to **Video-recordings** only and not include any other material type.

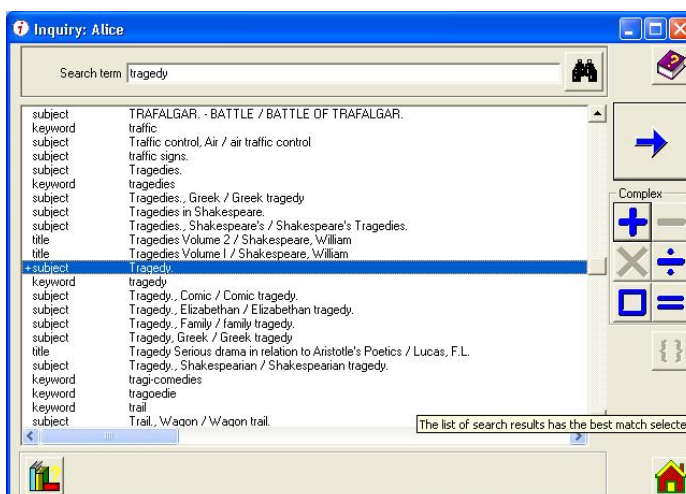
1. At the Initial Search Screen, enter a word at the top of the screen and click search (binocular button) to start the search – in this case *Tragedy*.



Alice will find and highlight the closest match. In this case, the match is correct.



Now click the **Include** button on the right (**plus sign**).



Note: a *small add sign will then be visible to the left of the term you have tagged*.

You will also notice that **all the Boolean search buttons** have now appeared on the right of the screen.

- Next you need to search for the **second search term** – in our case **Elizabethan**. Enter the word at the top of the screen and then click the search button (**binoculars**) or if the word Elizabethan appears in the list, click on it.

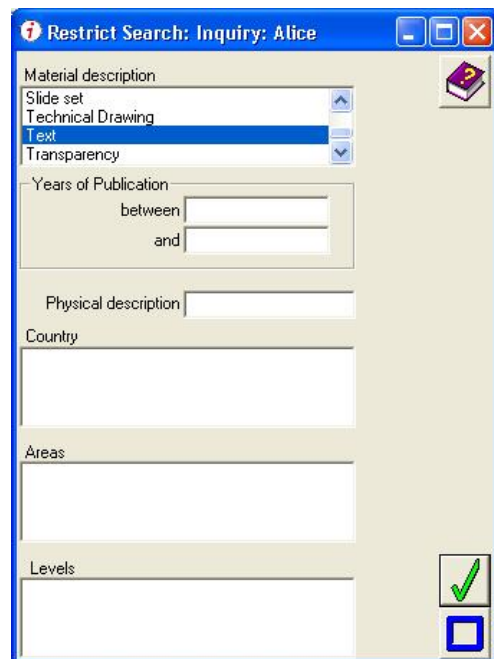
Alice will again find the closest match. Add this by clicking the **Include button** as above (add sign). You can continue to include items in the search by this step.

- In this example you want **restrict the search to TEXT (BOOKS) only**. To do this you need to click the **Refine button (Division sign)**.

The **Restrict Search** box appears.

Note: you can click and highlight as many restrictions as you wish from the list of restrictions

Click the **Green Tick to accept your choice**. In this example **Text** is highlighted under the **Material Description** list.



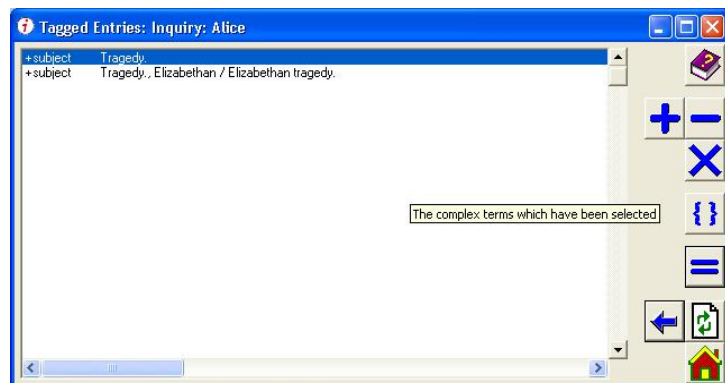
- Next you need to view the terms you have tagged.

If you find you need to **go back** and make a change or addition just click the **blue back button** or the Refresh button and return.

Click the **View button (Equals sign)** to confirm your selection.

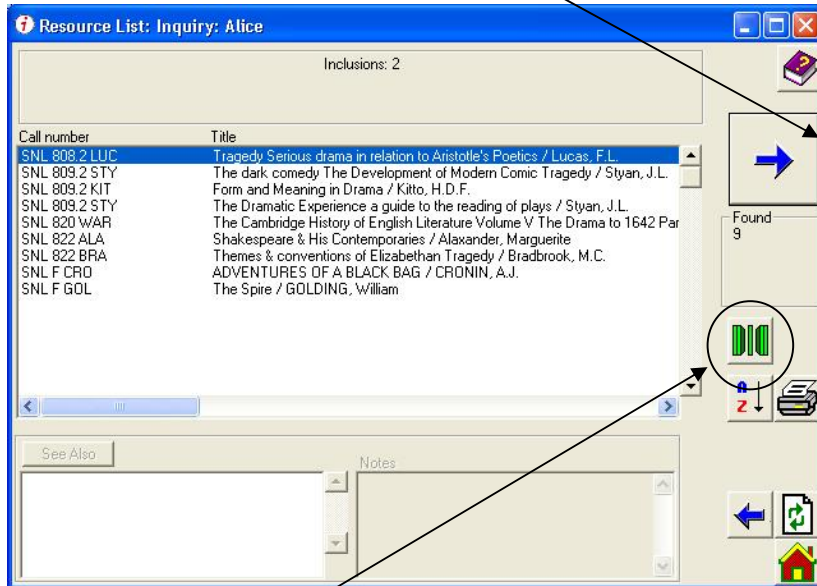
- The resulting title matches are displayed in a title list screen.

Click the **Equals sign again** to view details, location and availability of the items linked to the tag.



6. The **Resource List** box appears.

Select an item and click on the **blue forward arrow** to view the details of the selected item.



Note: clicking the **RESTRICT** button will decrease the list of items to show only those which are available for loan

7. Full details as well as the facility to read or write a Review (5 Icon) are viewable in this box.

Click on the **HOME** button to exit out of the Complex Enquiry

