This job aid describes tips for searching using a multi-tabbed screen.

Alternative search screens

The multi-tabbed screen is the most common format for search screens, but there are two other search screen formats that are available for certain objects: structure trees and list-display screens.

Structure Trees

Structure tree formats are available whenever you search for an object that is part of a hierarchical or multilevel structure.

For example, the academic and administrative department of Purdue are organized in a hierarchical structure that defines their respective reporting relationships. The President's Office occupies one level of this hierarchy; the next is occupied by the five campuses of the University; and the next is occupied by the departments on each campus. A very simplified and incomplete representation of this structural arrangement is shown here:

Structure-tree search screens are usually identified on a multi-tabbed search screen by a tab with the name of Structure search or something similar. Click this tab, and the multi-tabbed screen is replaced by a structure tree:
To locate an org unit, display the branches of the structure tree in one of two ways:

- Click the control arrows to the left of their names (A)
- Click an org unit to select and highlight it, then click the Expand All button (B) to display every branch of its structure tree. You can also click the Collapse all button (C) to close a selected branch

Once the branches are displayed, locate the desired org unit, and double-click it to enter its code in the Organizational unit or Object ID field of the main screen.

To return to the multi-tabbed search screen, click the Other search help icon (D). This calls up the Selection of Input Help screen, where you can select a tab with just a click.

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**Full-sized screens**

When you click some tabs on the multi-tabbed search screen, it may be replaced by a full-sized screen with many search criteria fields, such as this screen on the right.

This screen works in the same manner as a multi-tabbed search screen: it's just smaller.

If you don't want to use it, click the Back button to return to the multi-tabbed screen.

This again calls up the Selection of Input Help screen, where you can select an alternative tab with just a click.