



# Searching with Multi-tabbed Screens

## Process

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

## Tips and Tricks for Searching

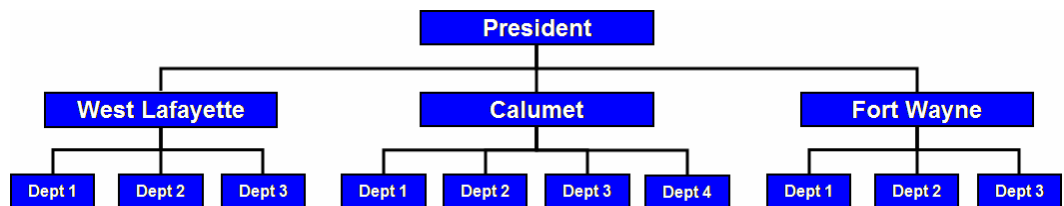
### Alternative search screens

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*.

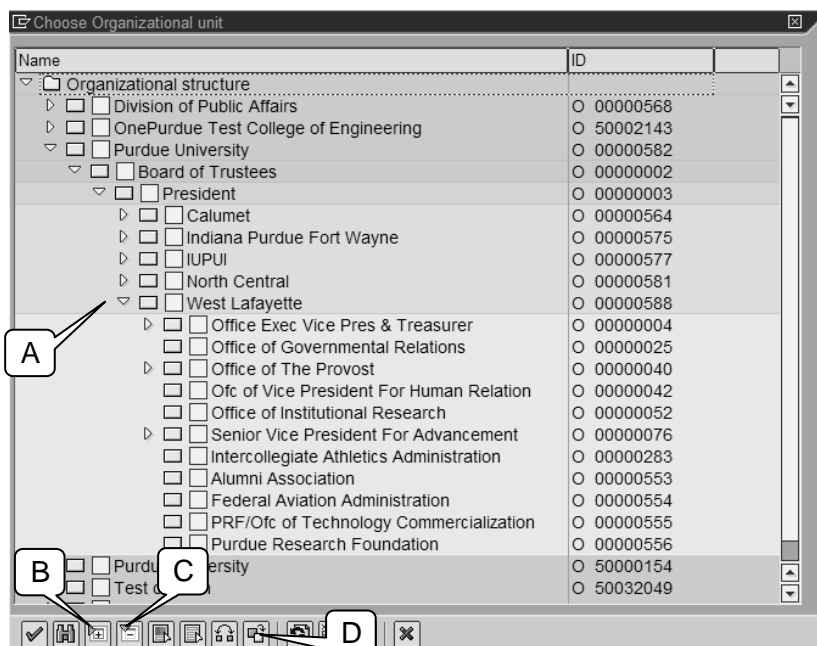
#### Structure Trees

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:






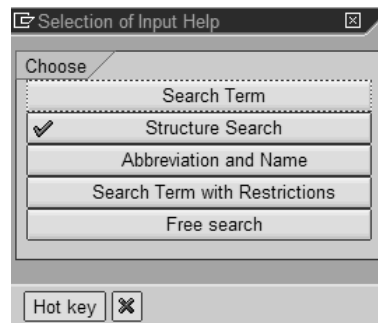
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To locate an org unit, display the branches of the structure tree in one of two ways:

- 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.



## 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.

