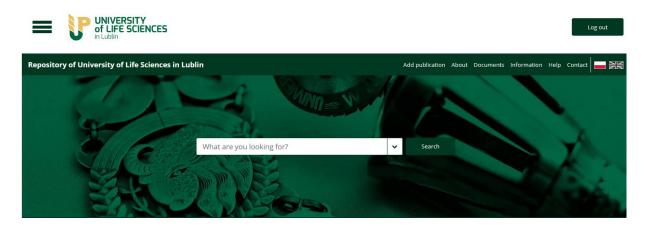
Search

The repository allows users to search for data in three ways: full-text search, advanced search, and index-based search.

1. Full-text search

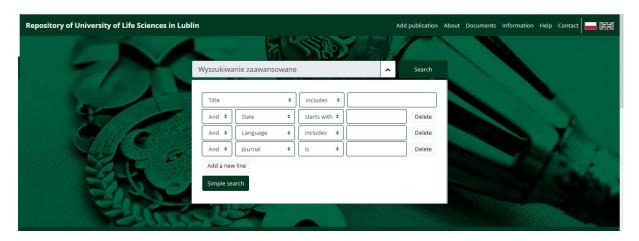
A simple search is carried out using the search engine located in the top menu on the home page and subpages of the catalogue.



Full-text search allows users to search the entire content of all records available in the Repository. It also takes into account the content of files deposited in the Repository with an OCR layer. The search phrase is highlighted in yellow.

2. Advanced search

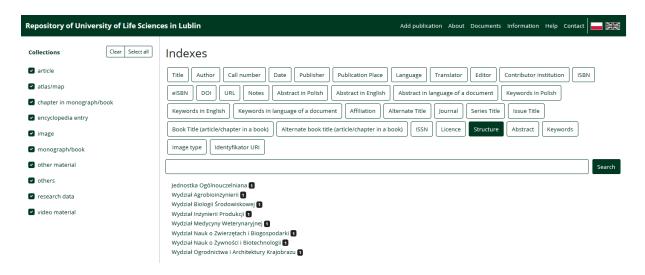
To select this type of search, expand the list (by clicking on the "tick" button) on the right of the search box. Specify search parameters by selecting an index, specifying a range ("contains", "begins with", "is"), and entering the content. The search engine allows users to enter any number of indexes (button: *Add new line*) and to return to full-text search using the *Simple search* button.



3. Index-based search

In addition to the advanced search engine. Searching the database based on indexes is possible thanks to a special search engine. It can be accessed from the home page by expanding the left-hand pop-up menu and selecting the *Indexes* option.

To select an index, choose the appropriate box (selected boxes are highlighted in green) and enter the content in the search box. Click on the *Search* button without entering any value in the search box to show all index values.



Viewing data

The repository allows users to view data in three views, narrow the search results in terms of time, and sort them based on four parameters (accuracy, author, title, and date).

It is possible to change the search results view by clicking on one of the three buttons located on the right below the top menu (*Results view*) in the search results. To select a sorting option, expand the list (*Sort by*) in the search results view.

Search results can be narrowed down by selecting filters: collection, date range (from - to), records containing files (open access, available only in the internal network or temporarily available files). Search results can also be narrowed by selecting the licence under which files are made available, as well as the unit of the University.