Sveriges lantbruksuniversitet
Swedish University of Agricultural Sciences

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QUICK GUIDE

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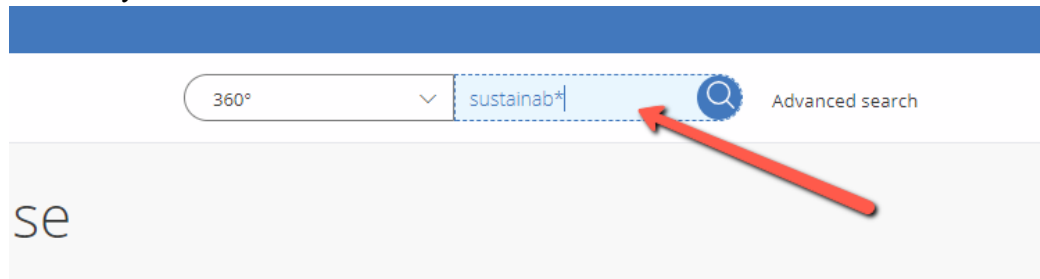SLU ID: SLU.ua.2021.2.1.1.IÄ-4

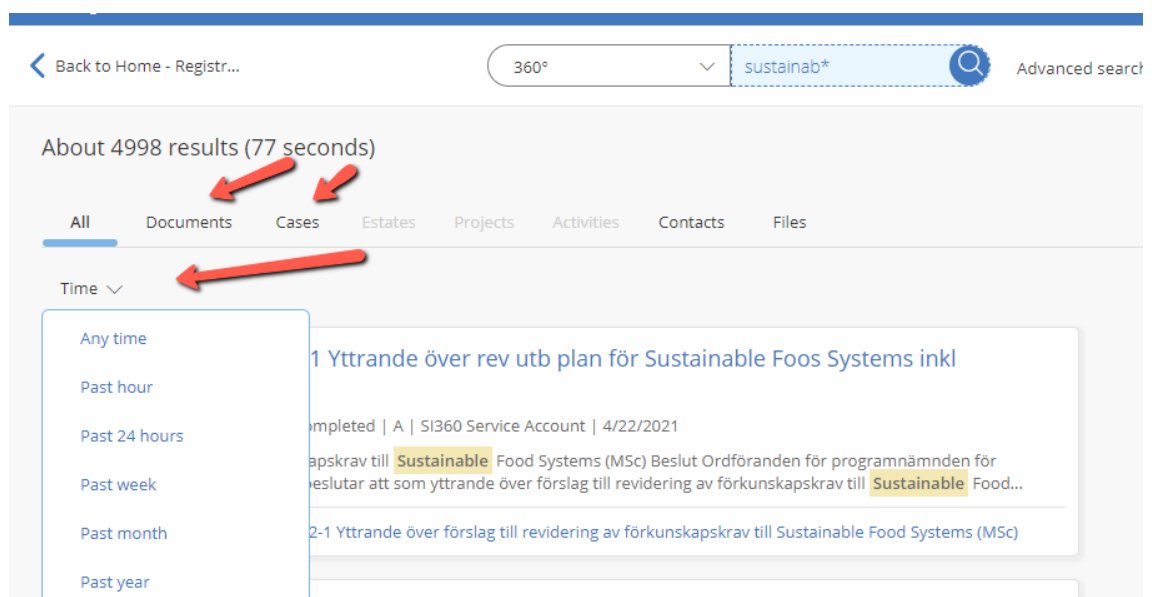# Quick guide to searches in Public 360

This quick guide will explain how you search in Public 360 using the various search options. Keep in mind that for older cases and documents there are rarely any scanned files in Public 360, these objects are archived on paper only.
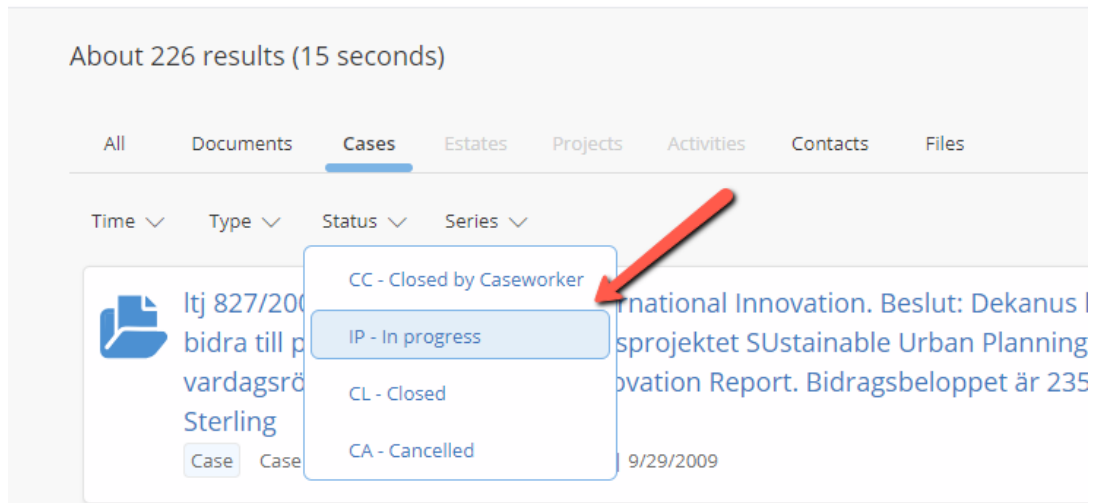
Global search

1. Type in your search term in the search field at the top of the browser window. Truncate your search with *.

2. You are now searching for all objects in Public 360 –cases, documents, activities, contacts etc. The results all appear in one list, but you can choose to see only e.g. cases or documents, and you can limit the results by time period. Grey objects have no results.
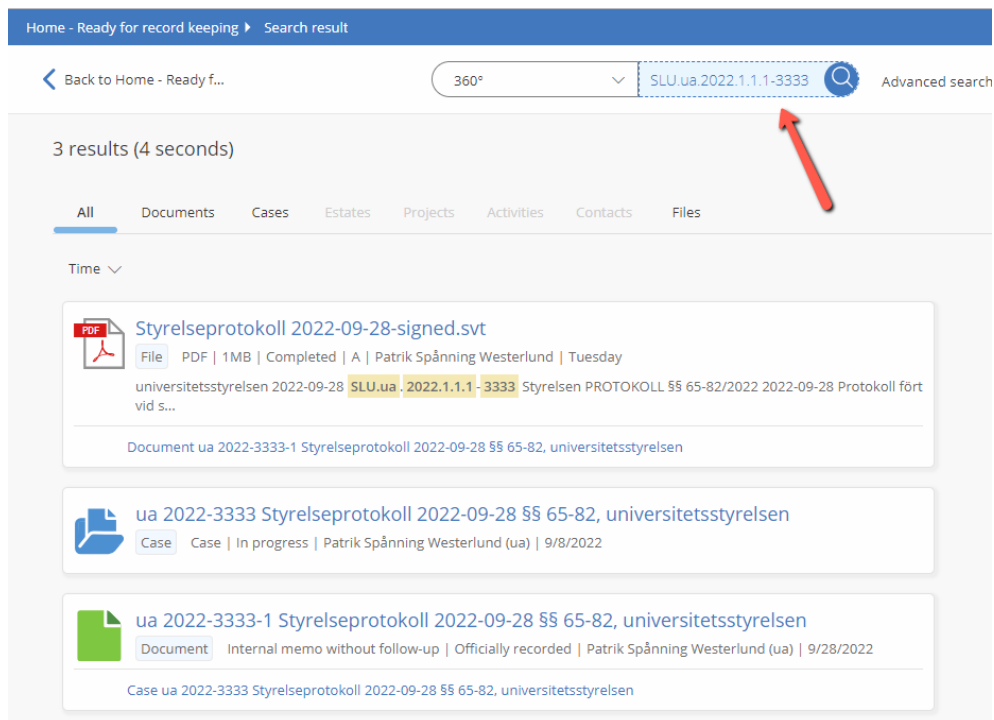
3. If you switch to "Cases" you can see the number of results for that object, and have further options to limit the list of results, e.g. by only displaying cases in progress.
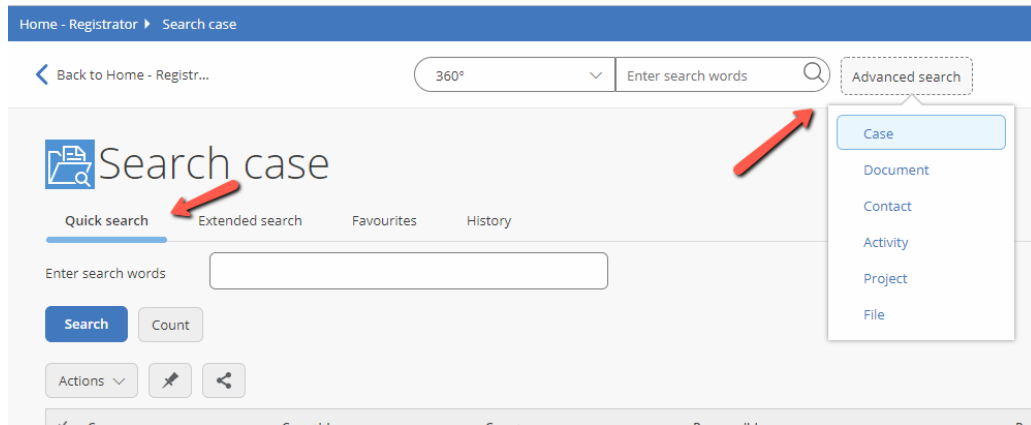

4. The global search will get you many results, as you search the entire database, i.e. all faculties and departments for several decades. If you get too many results, use the advanced search to limit them.

5. You can search for SLU ID in the global search, as long as you enter a correct SLU ID, there are full stops between all the parts, except between the last two, where there is a hyphen. There are no spaces within a SLU ID. E.g. SLU.ua.2022.1.1.1-3333.
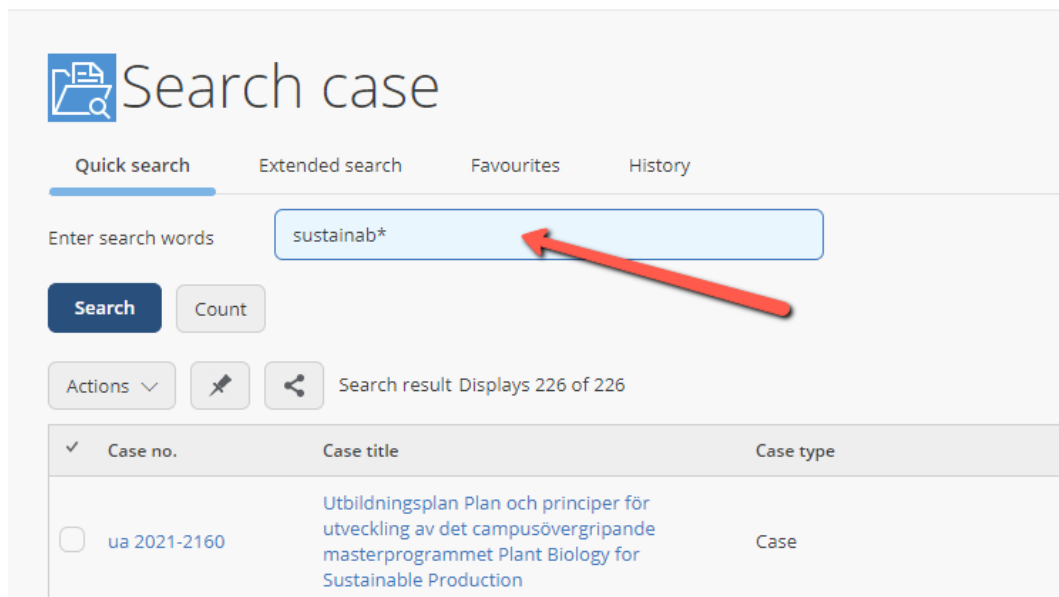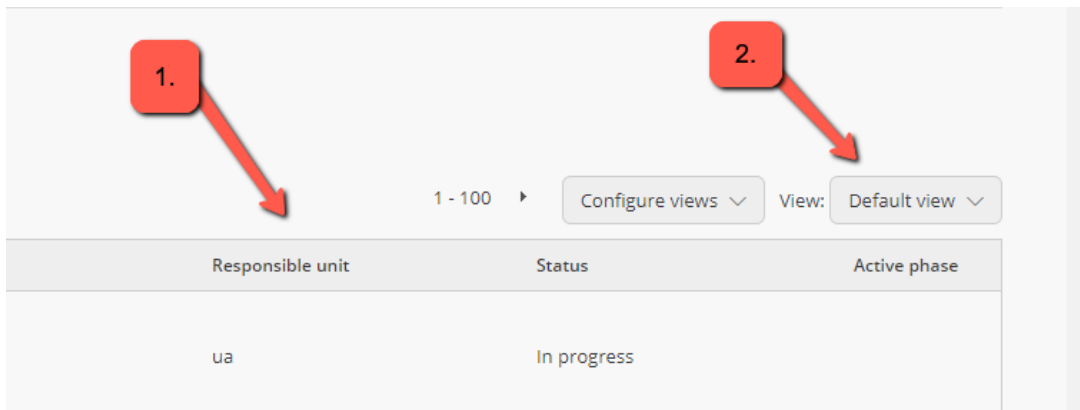
Quick search

1. To the right of the global search field you find the button "Advanced search". Click the button and choose what object to search for. In this search you can only search for one kind of object at a time. When you have chosen object, click "Quick search".
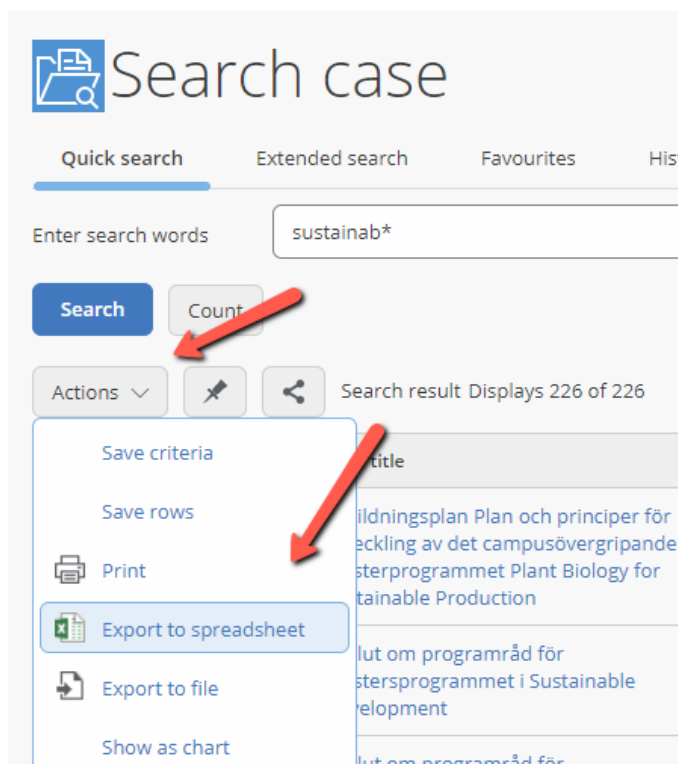

2. Enter the term you wish to search for. If needed, truncate with *.

3. Click the header of a column to change the sort order (1) of the results. Choose which columns are to be displayed by changing the view (2).
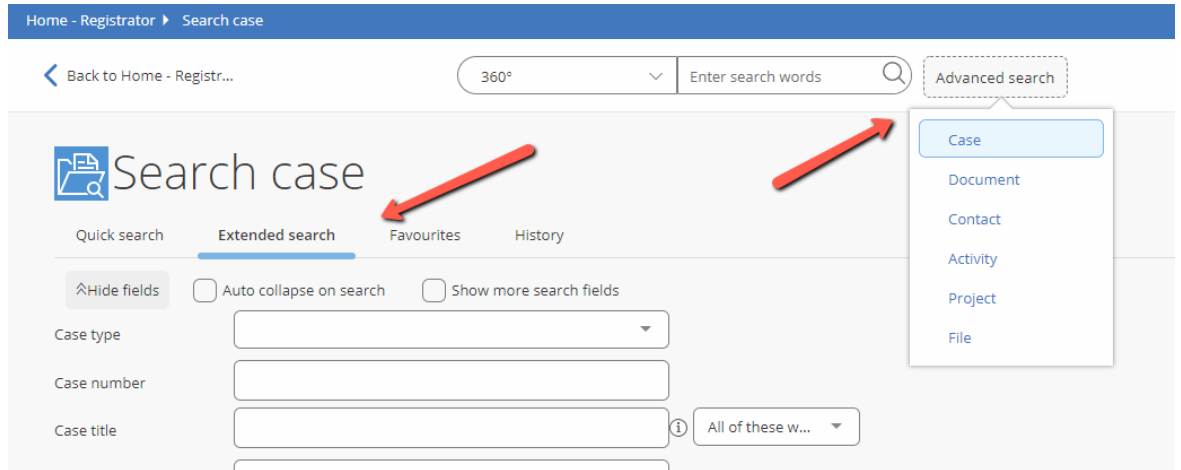

4. Click "Actions" and then "Export to spreadsheet" to export the results to Excel.

5. If you want to search for another kind of object (e.g. documents) change your choice in step 1.

Advanced search

1. To the right of the global search field you find the button "Advanced search". Click the button and choose what object to search for. In this search you can only search for one kind of object at a time. When you have chosen an object, click "Extended search".
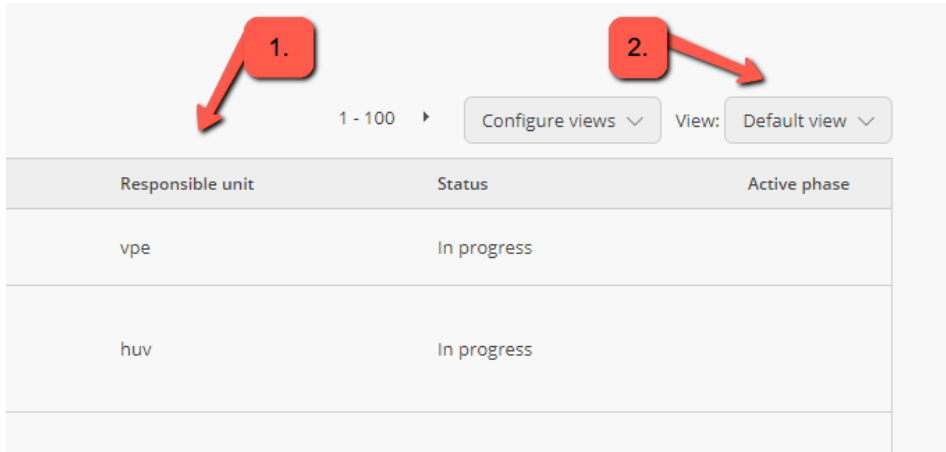
2. Choose which fields you want to use in your search. Here you can combine several specific terms for your search, such as date, status or responsible person for the case. If you tick "Show more search fields" you will get even more search options.
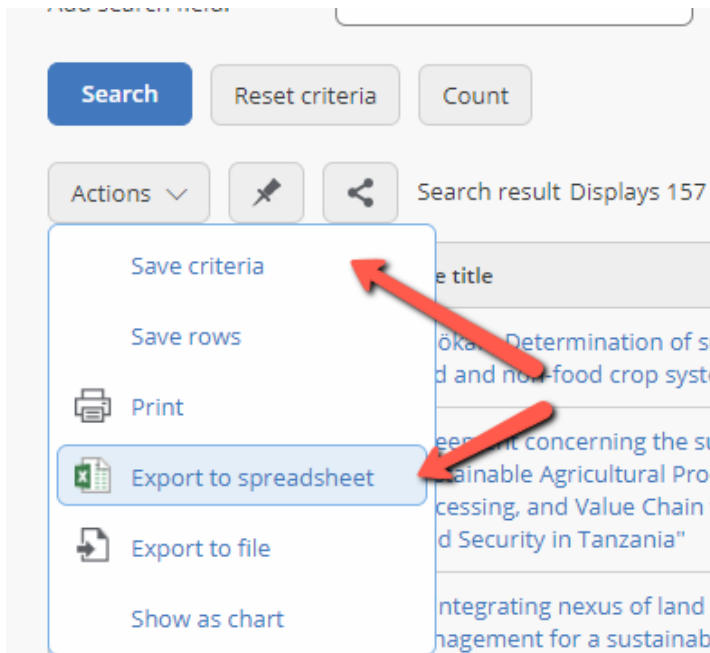

3. If you want to use a search field that is still not displayed, you can add search fields from the drop-down menu and press +.

4. Click the header of a column to change the sort order (1) of the results. Choose which columns are to be displayed by changing the view (2).
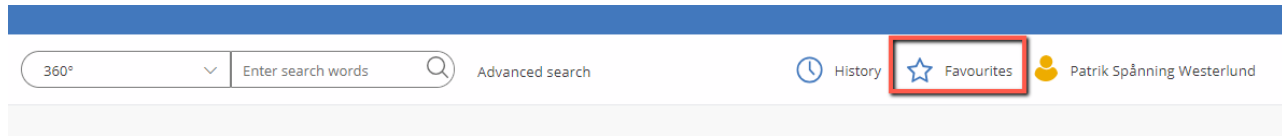

5. Click "Actions" and then "Export to spreadsheet" to export the results to Excel. Click "Save criteria" if you want to save your search criteria as a favourite.
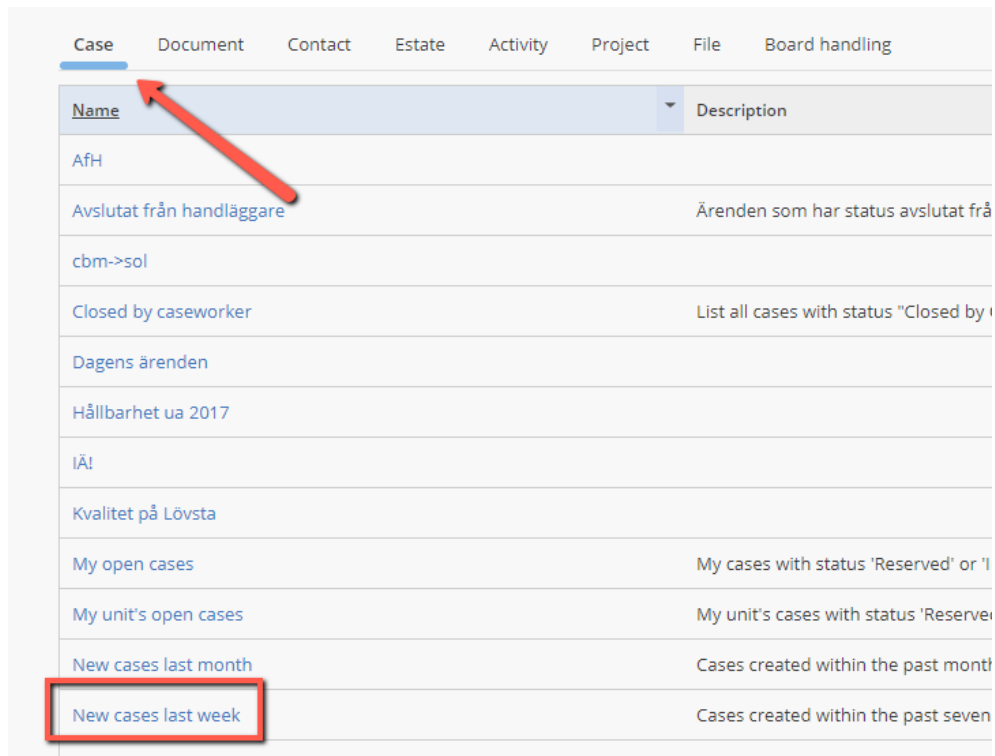

6. If you want to search for another kind of object (e.g. documents) change your choice in step 1.

Favourite searches

1. To the right of the search functions, you find the button "Favourites". This is for favourite searches, both those where you have saved the search criteria yourself, and those that are available for all of SLU or for your department.
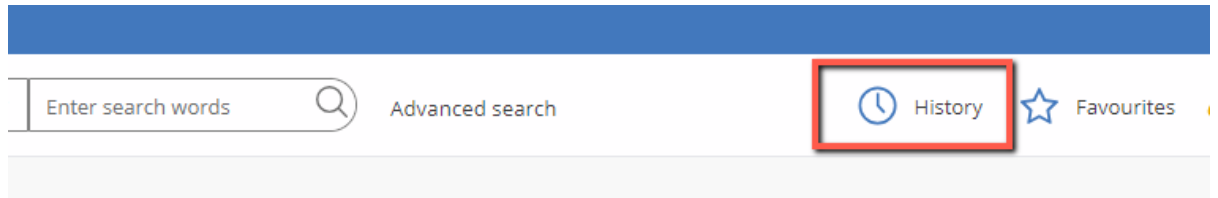

2. Choose between case favourites, document favourites or other favourites. "Document " has favourites for e.g. minutes from SLU, such as the board, the vice-chancellor decision meetings (Reb) or the faculty boards. "Case" has favourites for e.g. new cases today or last week.
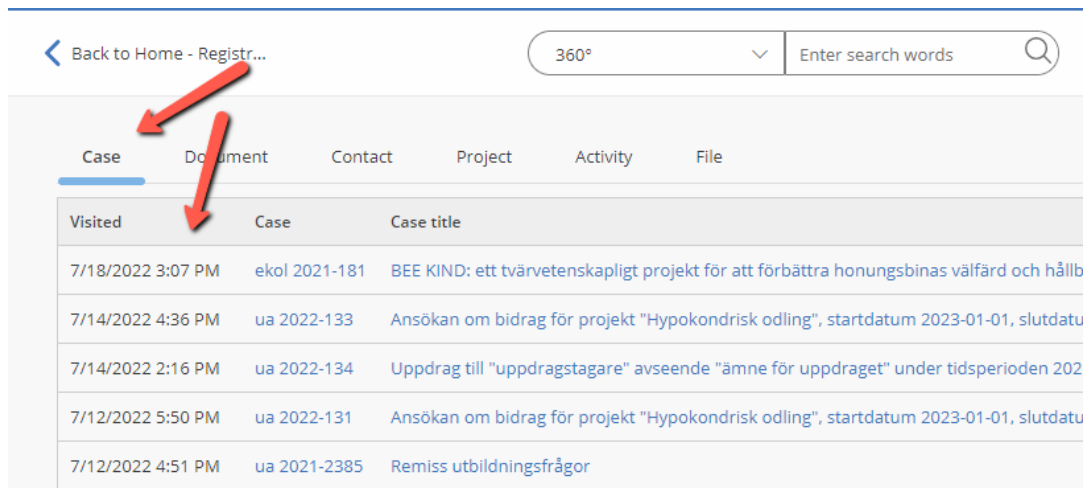
History

1. If you find a case or document and want to see it once again, you can find it under "History.

2. "Case" shows a list of the last cases you read in chronological order, with the latest at the top. Please note that you need to open the case interface and read it for it to show under "History", it is not enough for it to have appeared in a list of search results.

Create new list view

1. You can create your own list view for the quick search and the extended search. You then configure which columns are to be included in the result, and in which order. If you need help to configure this, please contact Air.