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Tutorials

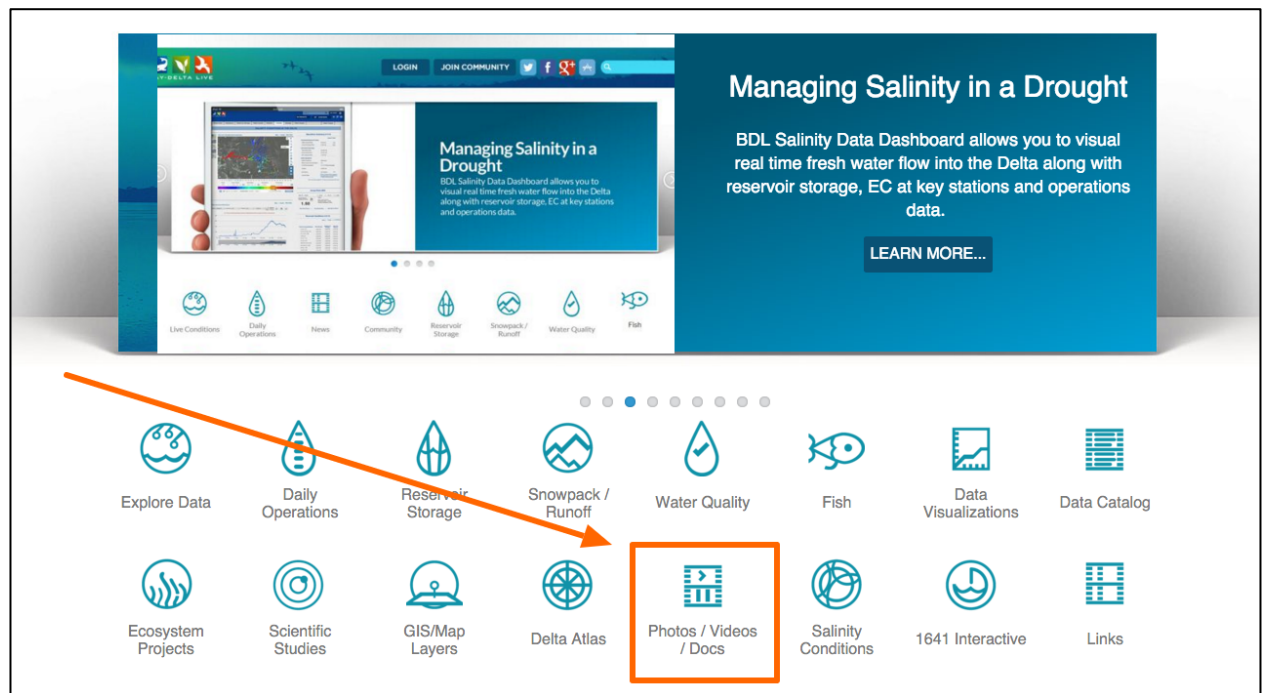
HOW TO USE THE SEARCH FUNCTION

In this tutorial, we'll go over the search function options and show two examples to see it in action.

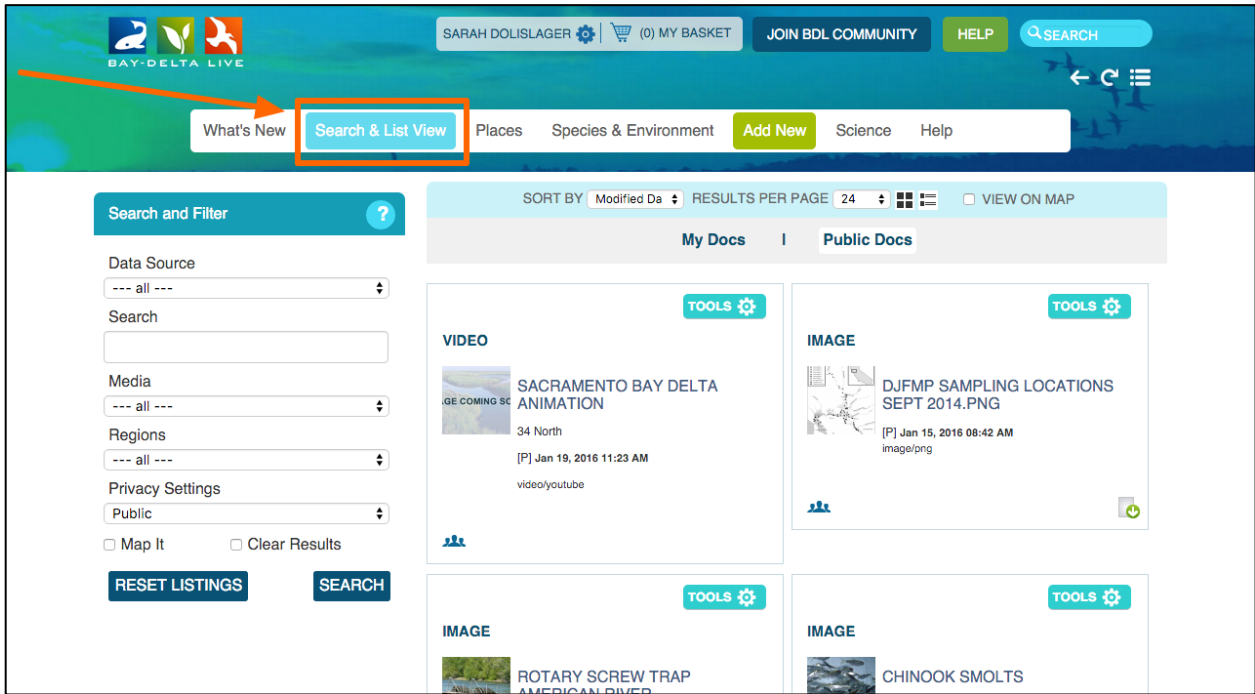
Every asset in Bay-Delta Live has a built-in search function with different options for specifying a search.

First, we'll go over the Photos/Videos/Docs library built-in search function.

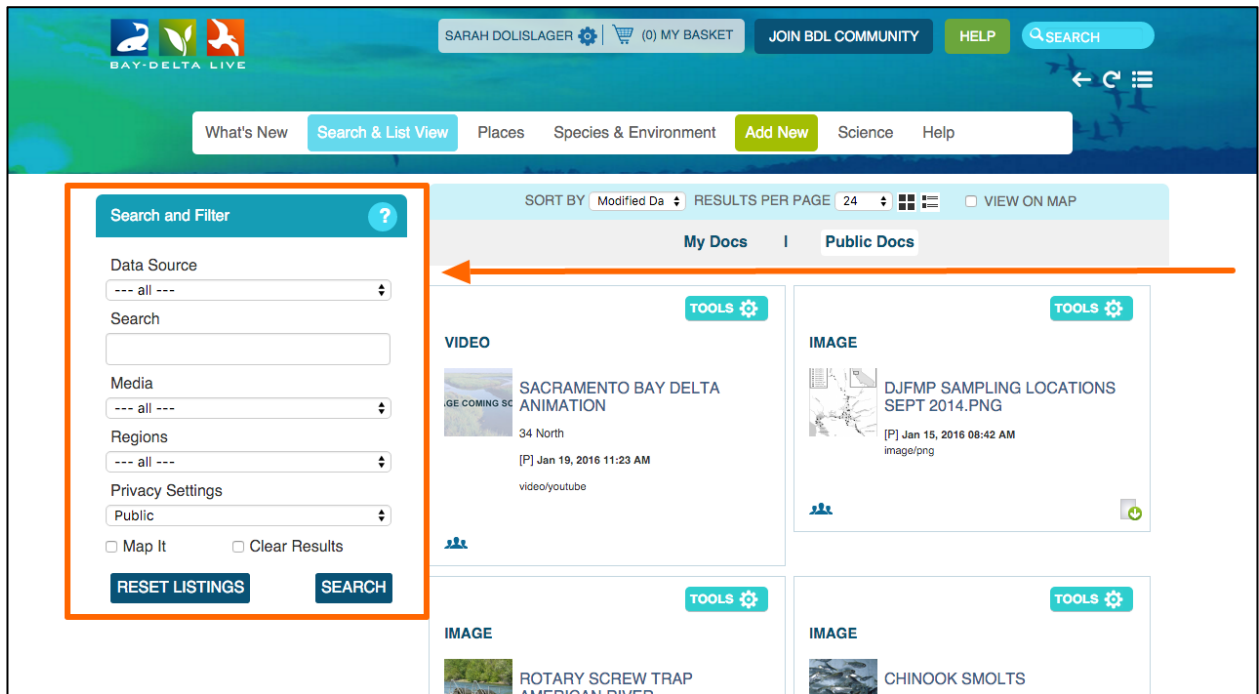
To get to the Photos/Videos/Docs library from the homepage, click on the "Photos/Videos/Docs" icon.



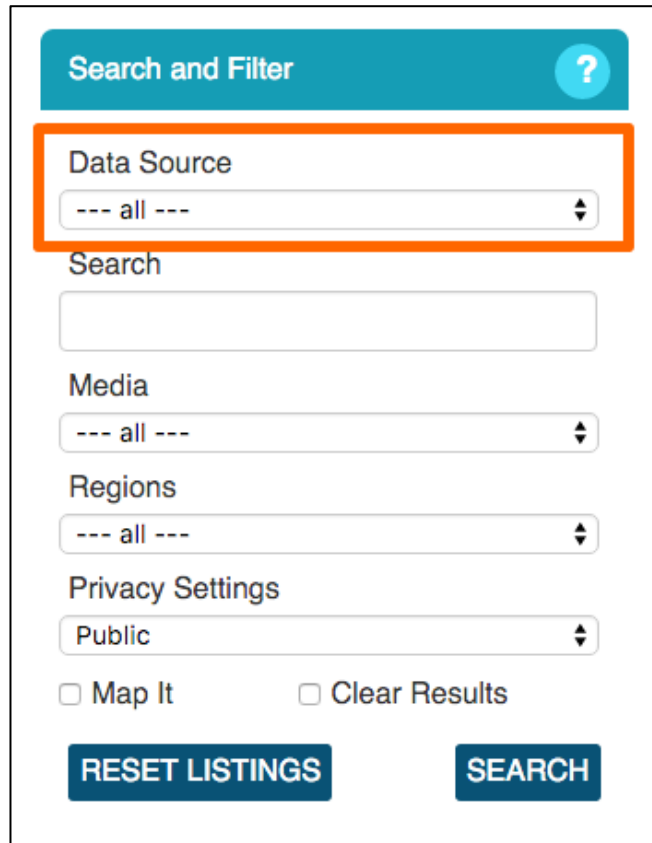
The library will open up to the “Search & List View,” as indicated in the sub-navigation.



You can see the built-in search function on the left-hand side.

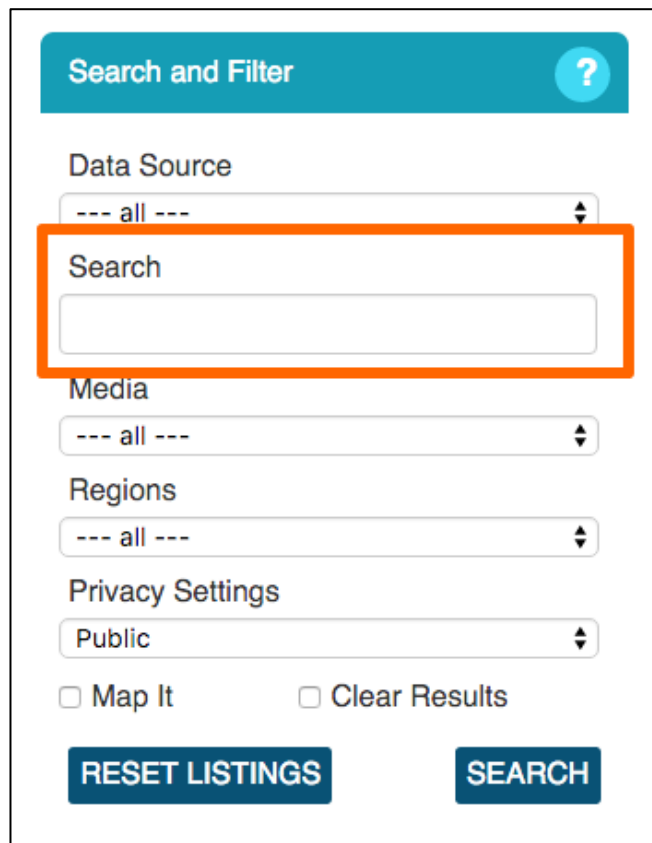


The **Data Source** drop-down menu options helps you narrow down your search by choosing a specific source.



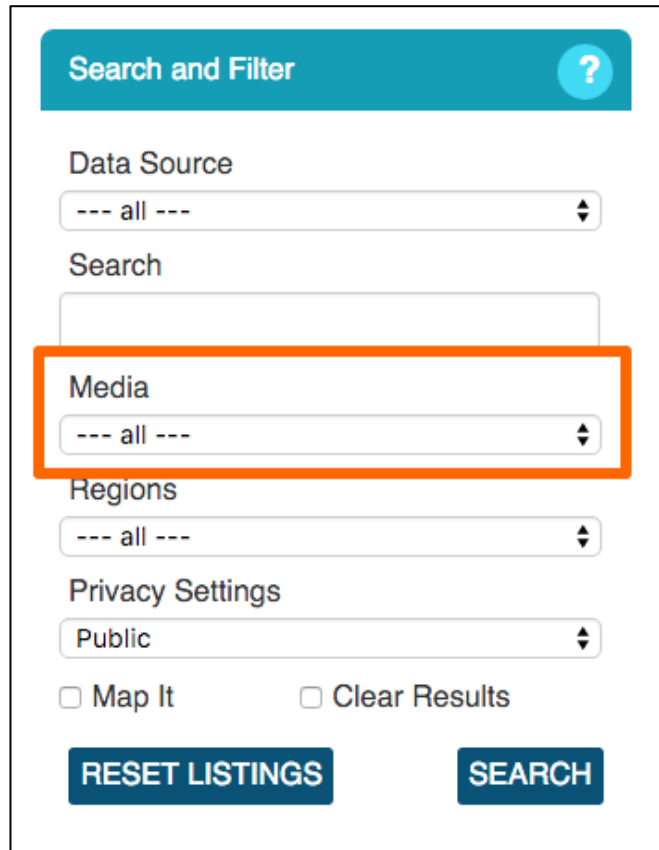
The screenshot shows the 'Search and Filter' section of a website. At the top is a teal header with the text 'Search and Filter' and a question mark icon. Below the header, the 'Data Source' dropdown menu is highlighted with an orange border and shows '--- all ---'. Underneath are a search input field, a 'Media' dropdown menu (also showing '--- all ---'), a 'Regions' dropdown menu (showing '--- all ---'), and a 'Privacy Settings' dropdown menu (showing 'Public'). At the bottom, there are two checkboxes: 'Map It' and 'Clear Results', and two buttons: 'RESET LISTINGS' and 'SEARCH'.

You can type a keyword into the **Search box** and the results will show items with that keyword in the title or designated in the keyword box of the item information.



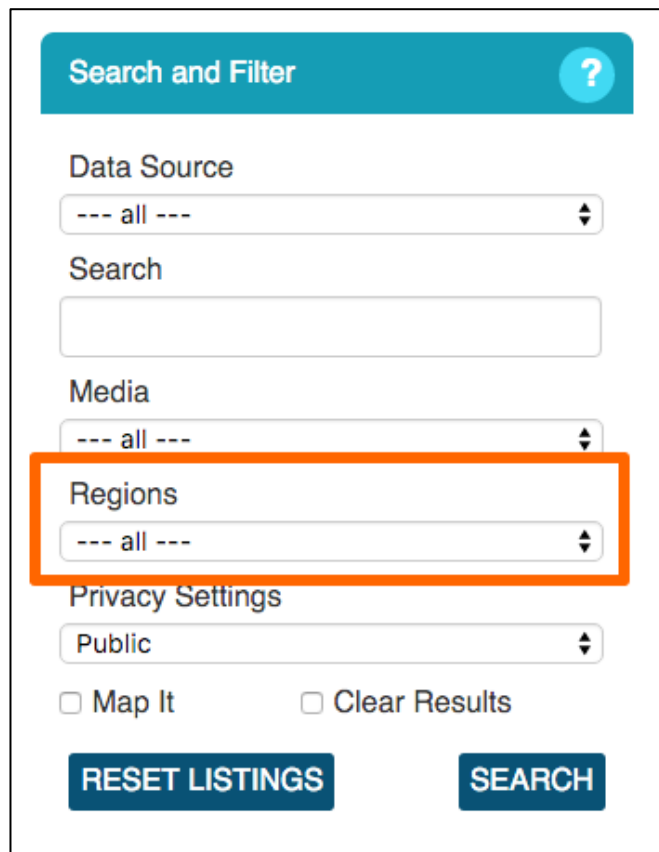
The screenshot shows the 'Search and Filter' section of a website. At the top is a teal header with the text 'Search and Filter' and a question mark icon. Below the header, the 'Data Source' dropdown menu shows '--- all ---'. The 'Search' input field is highlighted with an orange border. Below it are a 'Media' dropdown menu (showing '--- all ---'), a 'Regions' dropdown menu (showing '--- all ---'), and a 'Privacy Settings' dropdown menu (showing 'Public'). At the bottom, there are two checkboxes: 'Map It' and 'Clear Results', and two buttons: 'RESET LISTINGS' and 'SEARCH'.

The **Media drop-down menu** allows you to specify the type of media file.



The screenshot shows a search interface titled "Search and Filter" with a help icon. It contains several filter options: "Data Source" (--- all ---), "Search" (text input), "Media" (--- all ---), "Regions" (--- all ---), and "Privacy Settings" (Public). There are also checkboxes for "Map It" and "Clear Results", and buttons for "RESET LISTINGS" and "SEARCH". The "Media" dropdown menu is highlighted with an orange border.

The **Regions drop-down menu** allows you to search for items in specific geographical regions.



The screenshot shows the same search interface as above, but with the "Regions" dropdown menu highlighted with an orange border. The "Media" dropdown menu is now set to "--- all ---".

The **Privacy Settings drop-down menu** allows you to specify your search within the public documents or your private documents.

Search and Filter

Data Source
--- all ---

Search

Media
--- all ---

Regions
--- all ---

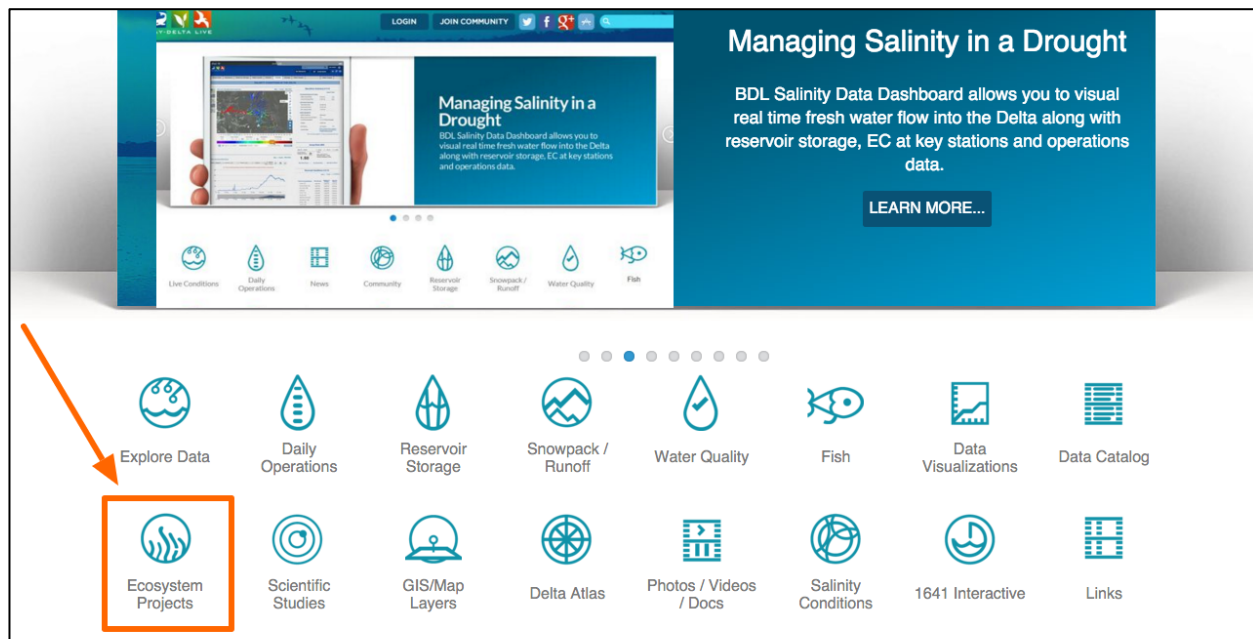
Privacy Settings
Public

Map It Clear Results

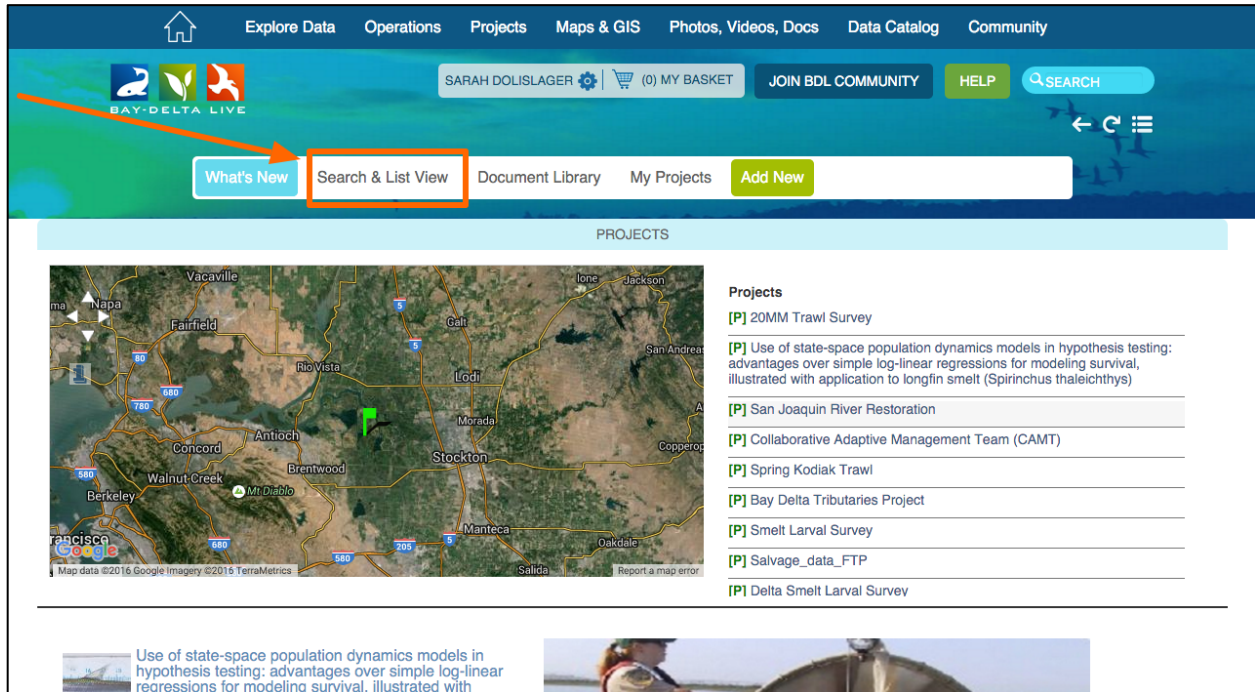
RESET LISTINGS SEARCH

Now, we'll go over the **Project library built-in search function**.

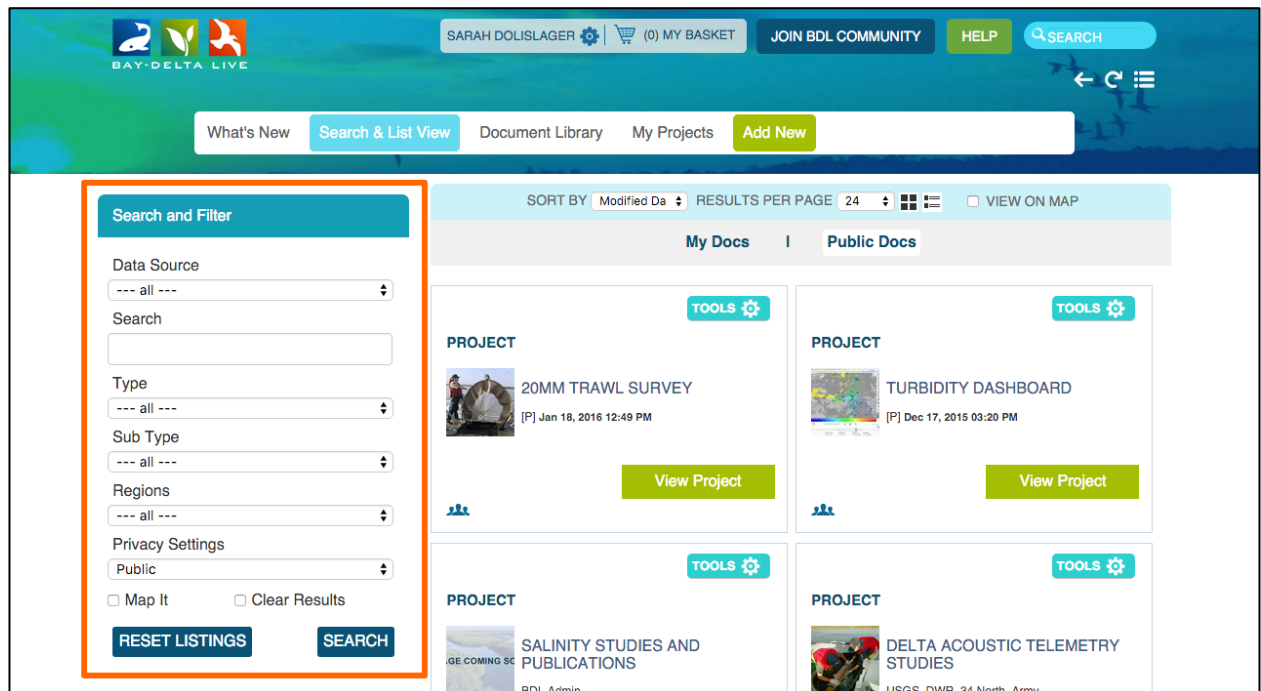
To get to the Project library from the homepage, click on the "Ecosystem Projects" icon.



Then click on the “Search & List View” button in the sub-navigation.



You can see the built-in search function on the left-hand side.



The **Data Source** drop-down menu option helps you narrow down your search by choosing a specific source.

The screenshot shows a 'Search and Filter' panel with a teal header. Below the header, the 'Data Source' dropdown menu is highlighted with an orange border and contains the text '--- all ---'. Below this are several other filter options: 'Search' (a text input field), 'Type' (dropdown menu with '--- all ---'), 'Sub Type' (dropdown menu with '--- all ---'), 'Regions' (dropdown menu with '--- all ---'), and 'Privacy Settings' (dropdown menu with 'Public'). At the bottom, there are two checkboxes: 'Map It' and 'Clear Results', and two buttons: 'RESET LISTINGS' and 'SEARCH'.

You can type a keyword into the **Search** box and the results will show items with that keyword in the title or as a designated keyword in the keyword box of the item information.

The screenshot shows the same 'Search and Filter' panel. In this version, the 'Search' text input field is highlighted with an orange border. All other elements, including the 'Data Source' dropdown, other filter options, checkboxes, and buttons, are identical to the previous screenshot.

The “Type” and “Sub-Type” drop-down menus are correlated with the specifications the user selected in the item’s information. If you are not sure, keep your search broad and don’t select anything.

The screenshot shows a search interface titled "Search and Filter". It includes several dropdown menus: "Data Source" (set to "all"), "Type" (set to "all"), "Sub Type" (set to "all"), and "Regions" (set to "all"). There is also a "Privacy Settings" dropdown set to "Public". At the bottom, there are two checkboxes: "Map It" and "Clear Results", and two buttons: "RESET LISTINGS" and "SEARCH". The "Type" and "Sub Type" dropdown menus are highlighted with an orange border.

The **Regions** drop-down menu allows you to search for items in specific geographical regions.

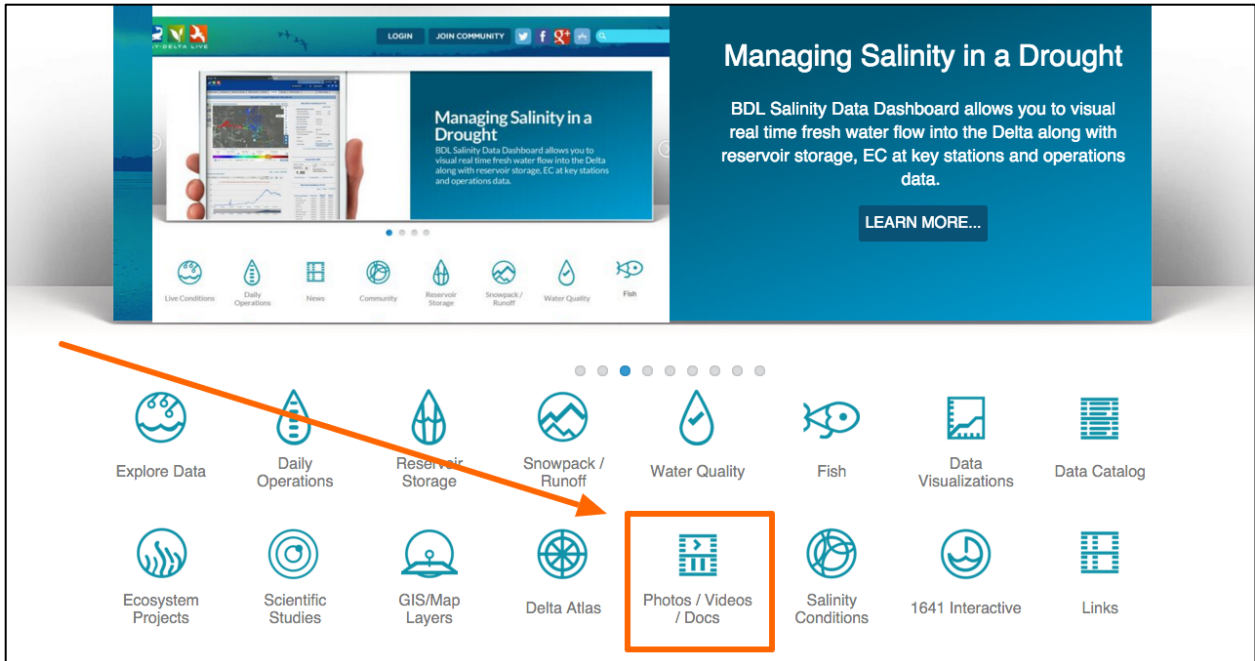
This screenshot is identical to the one above, showing the "Search and Filter" panel. In this version, the "Regions" dropdown menu is highlighted with an orange border, while the "Type" and "Sub Type" dropdowns are not.

The **Privacy Settings drop-down menu** allows you to specify your search within the public documents or your private documents.

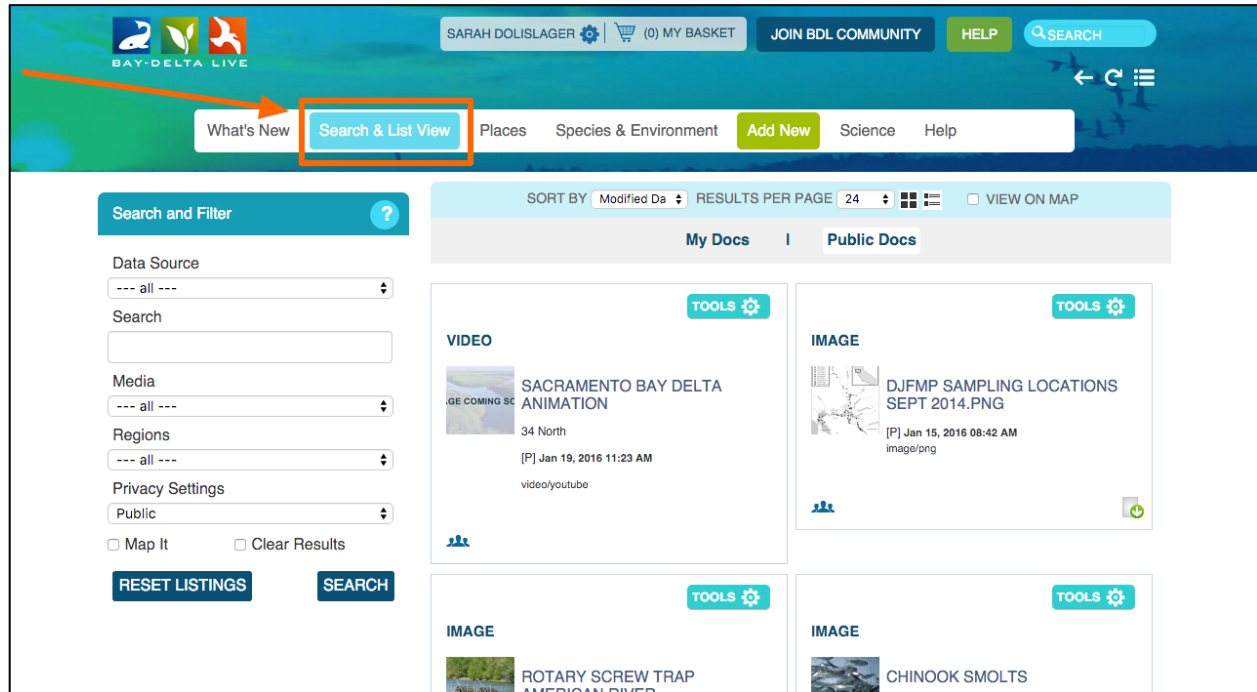
The image shows a 'Search and Filter' panel with several dropdown menus and checkboxes. The 'Privacy Settings' dropdown menu is highlighted with an orange border and contains the text 'Public'. Other dropdown menus include 'Data Source', 'Search', 'Type', 'Sub Type', and 'Regions', all with '--- all ---' selected. There are also checkboxes for 'Map It' and 'Clear Results', and two buttons: 'RESET LISTINGS' and 'SEARCH'.

For the first example, we'll start in the "Photos/Videos/Docs" library.

Click on the "Photos/Videos/Docs" icon on the homepage.



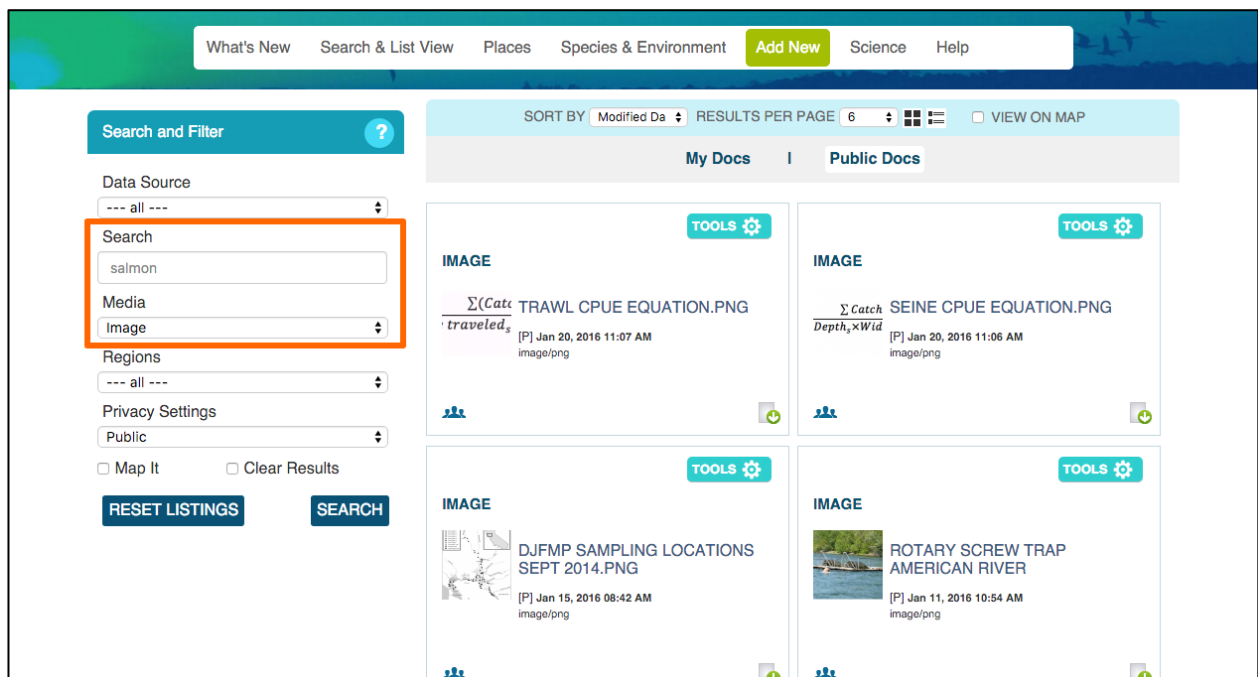
It will open up to the “Search & List View,” as shown in the sub-navigation.



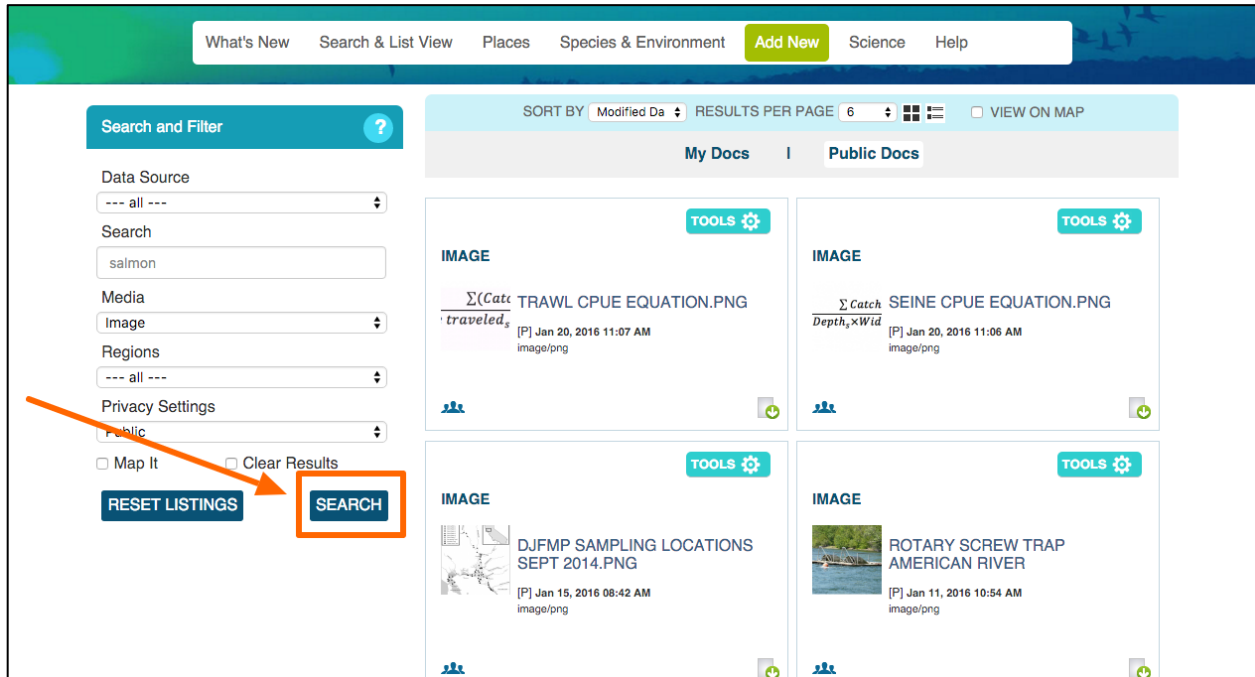
For this example, let's search for all documents that contain “salmon” under the “Image” Media type.

First, type “Salmon” into the Search box.

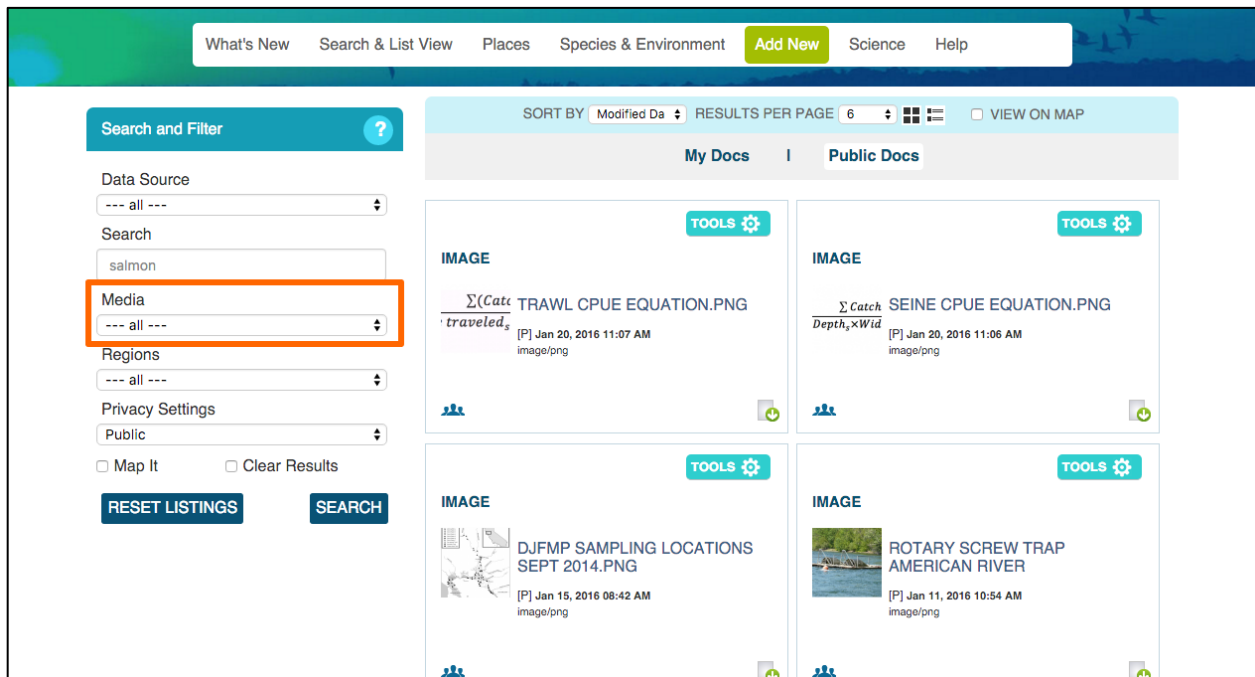
Then choose, “Image” under the Media drop-down menu.



Click, "Search."

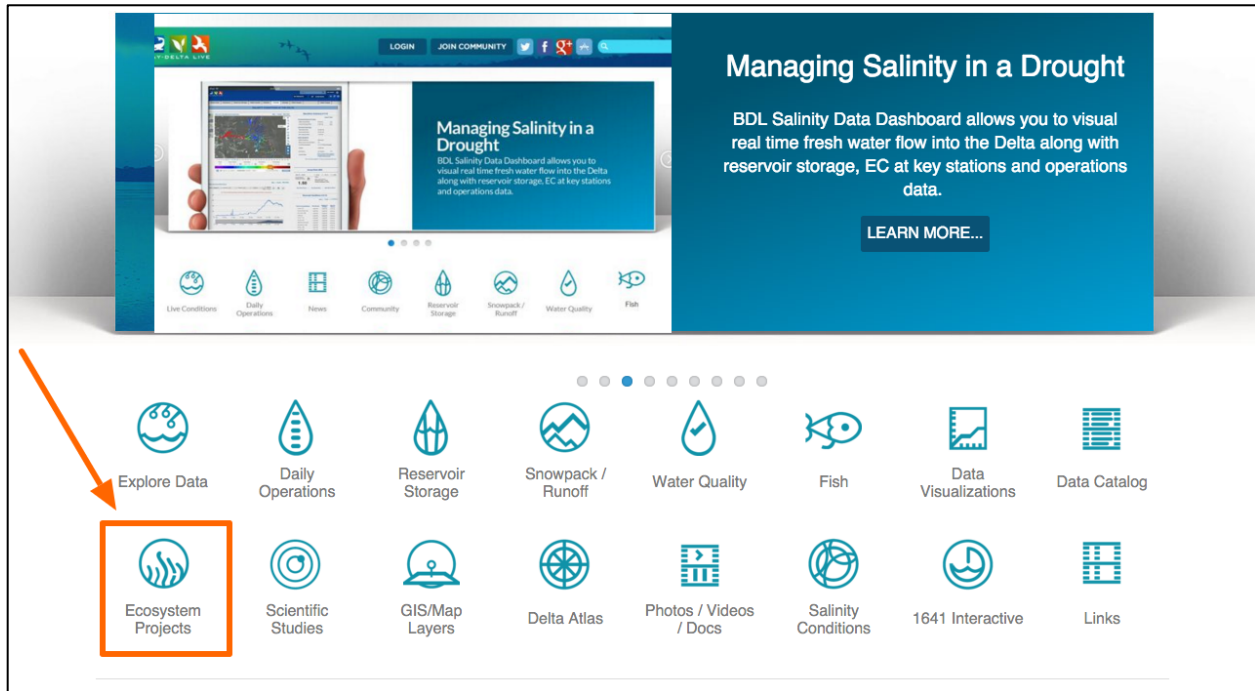


You'll see the results are filtered through the specific search. If you want to make a broader search for "salmon," just change the Media drop-down menu back to "All" and the search results will adjust.

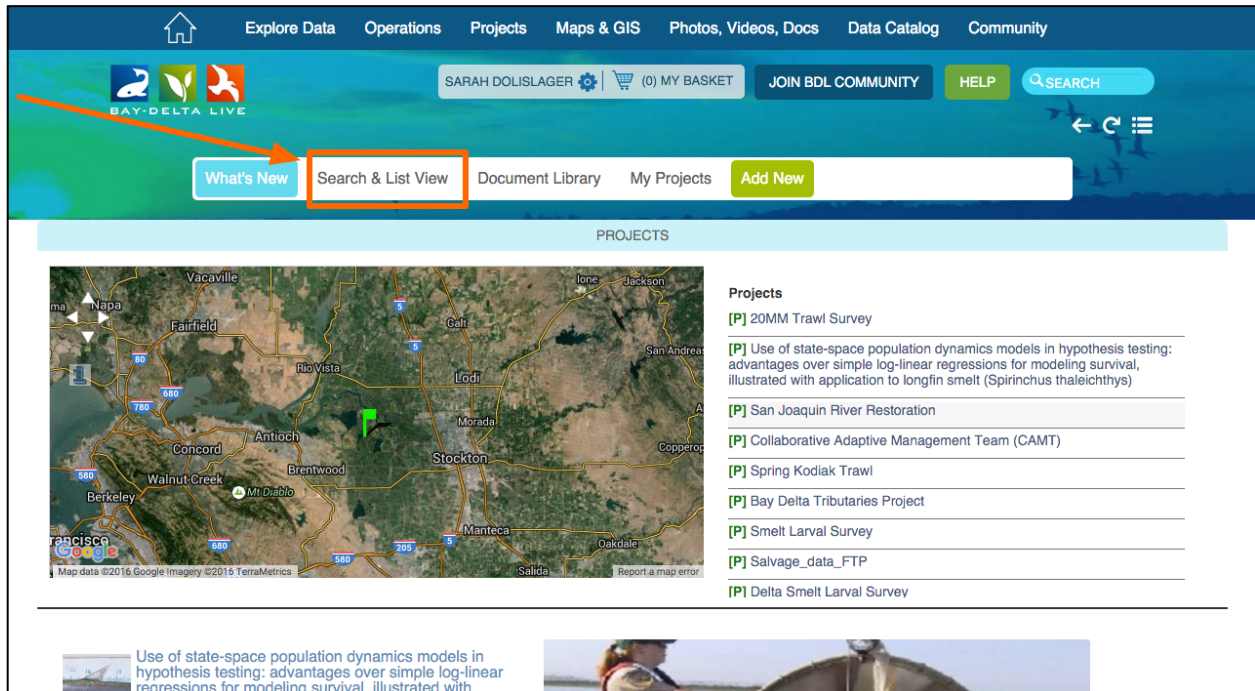


For the second example, we'll go into the Project library.

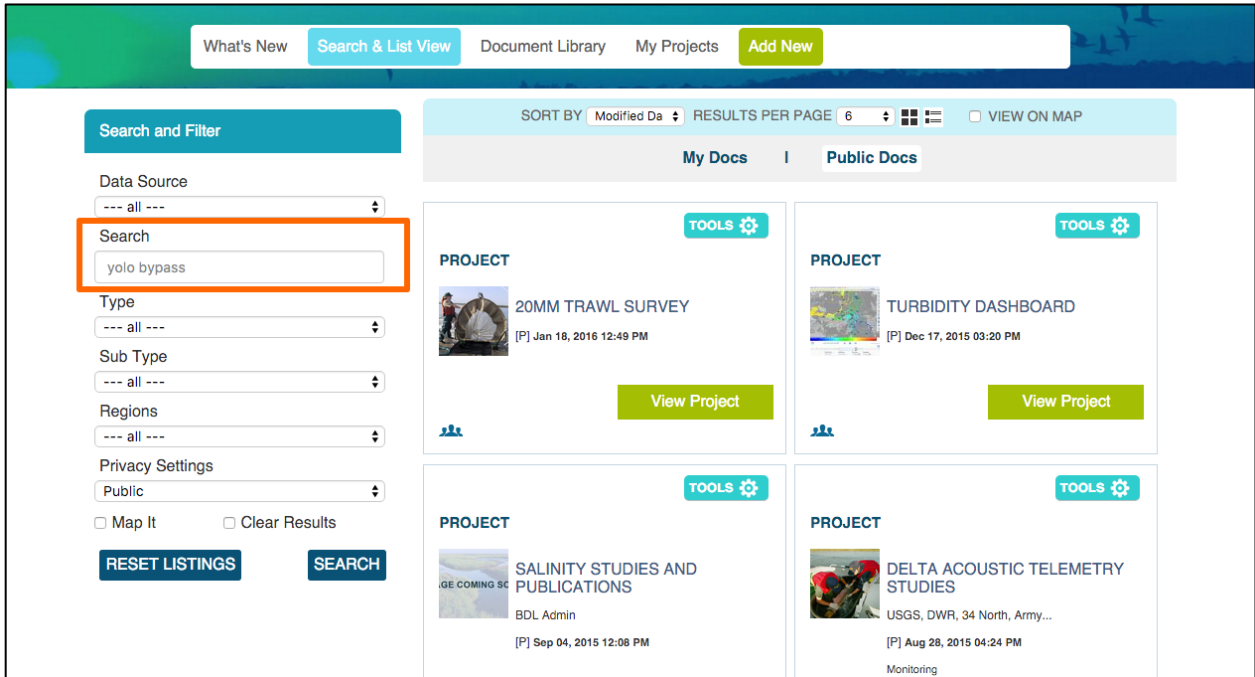
Click on "Projects" in the top bar or "Ecosystem Projects" from the home page.



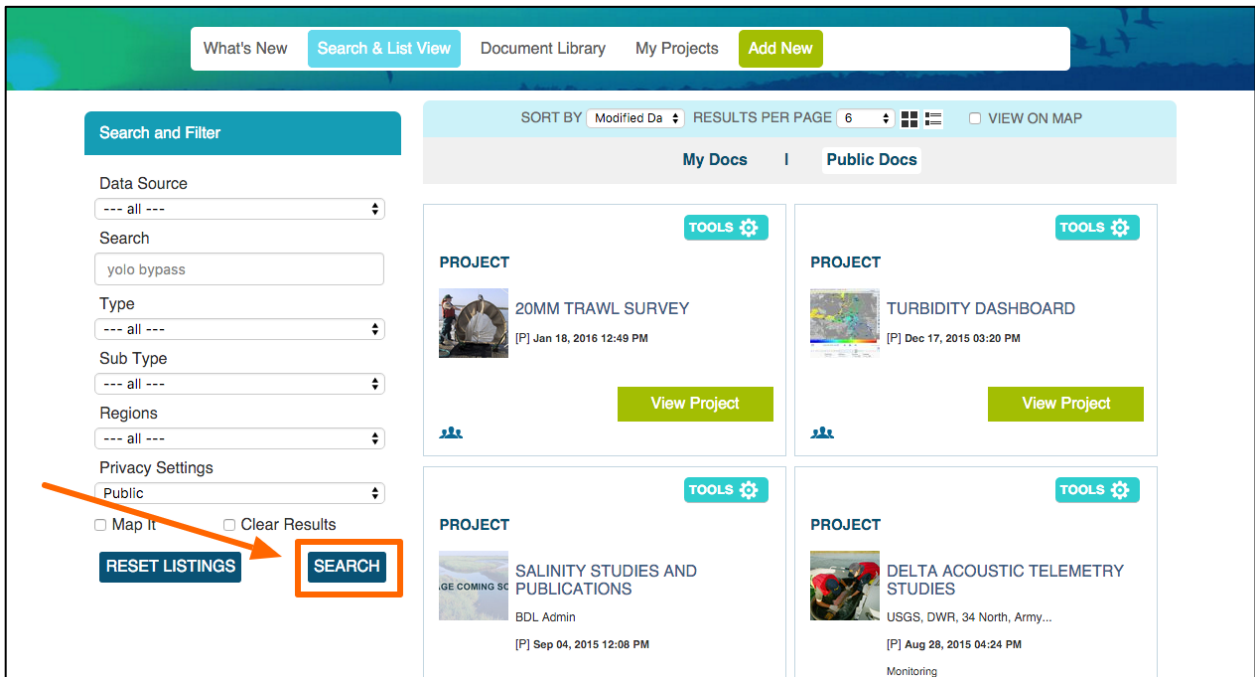
Then choose, "Search & List View" in the sub-navigation.



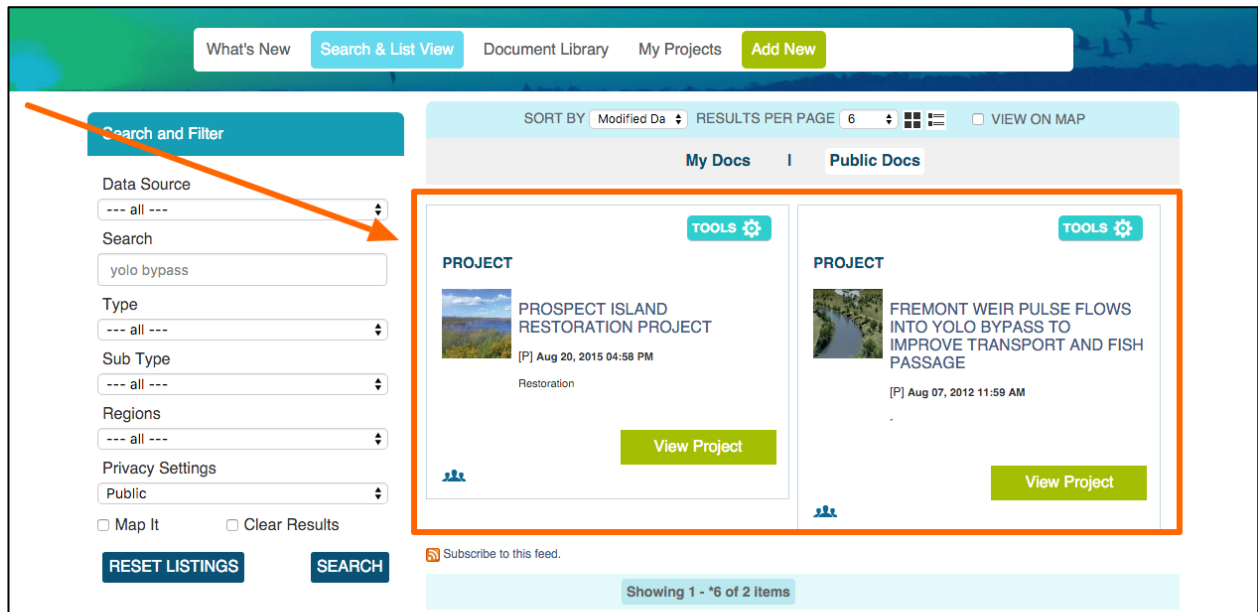
The same search options are available here.
Let's search for all projects that contain "Yolo Bypass."
Type, "Yolo Bypass" in the search box as a keyword.



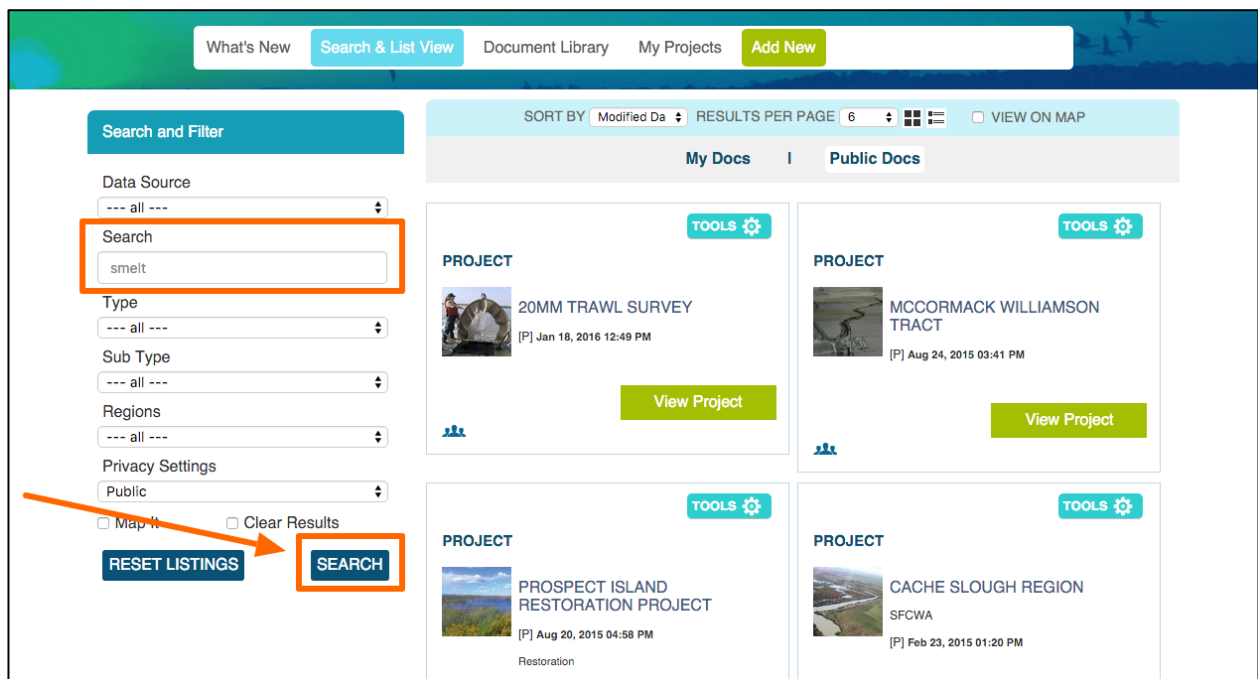
Click, "Search."



The library to the right is now only showing public projects that contain “Yolo Bypass” as a keyword or in the project title.



Let's do another keyword search in the Projects with, “smelt.” Type in “smelt” in the Search box and then click, “search.”



Again, the results adjust for the specific search.

If you know the exact title of the document or project, you can just type that in and the item will come up.

This concludes the “How to Use the Search Function” tutorial.