

## Search Help:

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1. To search for information within a particular field, type the search word(s)/number(s) in the appropriate box and press **Search**. Search words can be entered in several boxes simultaneously.
2. The **AND** operator is used by default to combine search words in all boxes except the Abstract Title and Abstract Body fields which are automatically an **OR** search. You can switch the operator to **OR** between multiple Abstract Title and Abstract Body fields if desired.
  - a. **AND** = the abstract must contain **both** qualifiers entered (e.g. If you put "asthma" in the first box for the Abstract Title, "pediatrics" in the second box and choose the **AND** button, your search results will include all abstracts that contain both words in the title.)
  - b. **OR** = the abstract must contain at least one of the qualifiers entered (e.g. If you put "asthma" in the first box for the Abstract Title, "pediatrics" in the second box and choose the **OR** button, your search results will include all abstracts that contain either "asthma" or "pediatrics" in the title.)
3. **Abstract Title** and **Abstract Body** searches will be for the exact phrase or word entered. To search for a particular word or phrase in the title and abstract body simultaneously, you need to enter the search word/phrase in both the **Abstract Title** Box and **Abstract Body** box.
4. If you know the **abstract number**, type it into the first field to pull up one abstract.
5. Each field you add to the search (title, author, category, etc.) narrows the search results.
6. If you are an Assembly Program Committee Chair or Chair-elect, you can search for any **author name** listed on an abstract, by entering into the appropriate fields, either their first initial without a period, last name, or both. Assembly Reviewers will be able to search for any author name, institution, location and abstract score after Tuesday, November 24, 2009.
7. After Tuesday, November 24, 2009, if you are an **Assembly Program Committee Chair, Chair-elect or Assembly Reviewer**, you may search for all abstracts by score or between a range of scores. Fill in the desired score(s) in the boxes in the **Final Score** field. If you like to search for any abstract within a range of scores (i.e. 1.00-1.50), you need to add 1.00 in the first box and 1.50 in the second box. If you want to search for all abstracts with the exact score (i.e. 2.00), you need to add 2.00 to BOTH boxes.
8. If you are an **Assembly Program Committee Chair or Chair-elect or Assembly Reviewer**, you may view and search for all abstracts in any category or in any/all Assembly(ies). The default value searches all categories and all assemblies. You may change the search to specify an individual **category** or **Assembly** in which you would like to perform a search. **Please note:** The larger your search, the more time the results will take to display. *We advise against searching all assemblies or all categories without including any search words in the text boxes as this would bring up every abstract in the system.*
9. If you want to search abstracts in a particular **category** or **Assembly**, choose from the category or Assembly drop down menus. If you choose a

- category/Assembly**, only those abstracts that match the search criteria **AND** are in that category/Assembly will be found.
10. To find **ALL** the abstracts in a certain **Assembly**, choose that Assembly, leave the text boxes empty and hit **Search**.
  11. To find **ALL** the abstracts in a certain **category**, choose that category, leave the text boxes empty and hit **Search**.
  12. You have access to search in **all** categories/Assemblies. Your **Search** results table may include abstracts from the other Assemblies (this will depend on the type of search requested). If you see several abstracts from your Assembly which you think would form a good session, you may submit a **Session Suggestion** to your Assembly Program Committee Chair and Chair-elect. Select each abstract from the search results by clicking the box to the left of the abstract. Then scroll to the bottom of the page and click on the **"with selected:"** box followed by the **"assign to suggestion"**. You can now assign the abstracts to an existing session or new session. All abstracts submitted to your Assembly are available for programming and are identified by a white background.

- Please note:** If you see in the **Search** results table abstracts with a yellow background it means that these abstracts belong to other Assemblies. If you are programming an abstract from another Assembly into a session that you are suggesting, please let your Chair and Chair-elect know so that they can contact the primary Assembly of that abstract for further discussion.
13. The following are suggested options to export your **Search** results table:
    - a. Export your **Search** results table to Excel by selecting the abstracts and clicking on the **"with selected:"** box followed by the **"Export to excel file"**. Please be aware that the any abstracts from other Assemblies will show in **RED** font in your Excel report.
    - b. Copy and Paste from the **Search Results** table to your own Excel file (**RED** font will not carry over).
  14. To export your **Search** results table to MS Excel, select the abstracts by clicking the box to the left of the abstracts. Then click on **"with selected:"** box and select **Export to Excel file** from the dropdown menu. Open the Excel file and save it to your computer. If you need help formatting your Excel file, please do the following:
    - a. Open Excel File
    - b. Highlight document by clicking the box on the left hand corner of the text screen
    - c. Click **File|Page Setup**
      - i. Click **Landscape**
      - ii. type **85%** in the **Adjust to** box
      - iii. Click **OK**
    - d. Click **Format|Cells**
      - i. Click **Font** tab and select font size 8
      - ii. Click **Alignment** tab
      - iii. In **"Vertical"** box – select **Top**
      - iv. Click **"Wrap Text"** box
      - v. Click **Border** tab and select **Outline** and **Inside**
      - vi. Click **OK**
    - v. Save document
  15. You can clear all fields and begin a new search by selecting the **Clear** button.