

CDOL Tip of the Week. December 5, 2011

CDOL Searching Smart: Using the Classification Drop-Down in Advanced Search

Numerous units in the Church, particularly ecclesiastical units, have one or more criteria assigned by a special flag, which is called a “Classification,” that distinguishes a unit by showing that it caters to a specific spoken language, age group, etc. Many of these classification types appear in the name of the unit and can be typed into the search field as part of the unit name (e.g., YSA, Spanish, Tongan, Military, etc.). However, more robust search options for units with classifications are available in Advanced Search.

1. Go to Advanced Search
2. Leave the Search Type set to “Organization”
3. Open the Organization Type drop-down and click on
 - a. “Select organization type(s)” if there is a specific organization type or types needed
OR
 - b. Leave the option set to “Any Organization Type” if the type is not known or information on all types is needed
4. Open the drop-down labeled “Classification” and decide which option will best limit your search results:
 - a. “Has classification” allows the user to include the classification(s) needed
 - b. “Does not have classification” allows the user to exclude the classification(s) not needed

For example, if the user was looking for only YSA units, the “Has classification” option would be used and the “YSA” item would be checked ; but if the user wanted all units except for YSA units, the “Does not have classification” option would be used and again the “YSA” item would be checked

5. Once one of the two options is selected, another pick list appears with the different classifications listed in descriptive sections, with the sections sorted alphabetically; the user may select any classification by putting a check mark in the box to the left of the item
NOTE: Selecting multiple items from the pick list will return results for each individual item, not just results that contain all items selected. For example, if both “Tongan” and “YSA” were selected, without selecting any other search criteria, all organizations with the classification of “YSA” plus all the organizations with the classification “Tongan” would appear in the results, which would also include the organizations with both classifications “Tongan YSA”
6. Other search criteria may be added to the search design either before or after selecting the classifications, but before performing the search, such as by using the “Where are you looking?” section, previously discussed in a prior tip
7. Then perform the search