Customize Advanced Search

Advanced search is used to build a set of conditions (or constraints) to use to find records. Three types of conditions may be used: Any/All Constraints, Field Constraints, and Group Constraints.
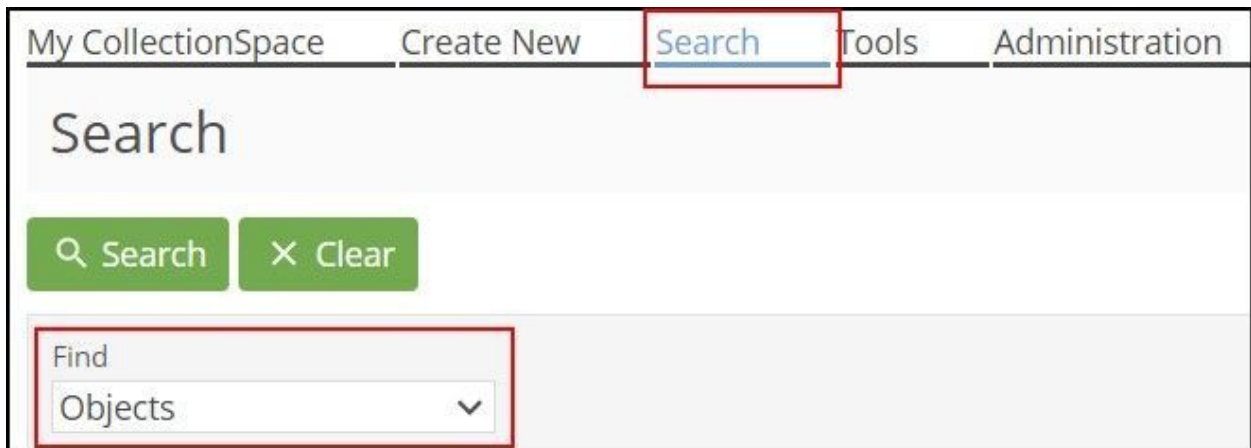
Users have a high degree of control over the conditions to include with an advanced search. Users may:

- Add single fields to the advanced search form
- Set search operators for each field in the advanced search form
- Remove fields from the advanced search form
- Add groups of fields to the advanced search form
- Combine ANY and ALL logic within the advanced search form

Add single field to advanced search form
Click on **Search** in the top navigation bar
Use the Find dropdown to select the Procedure or Authority you'd like to search

Scroll to the bottom of the advanced search form
Click on the + Field button

Select the field to add to the advanced search form from the dropdown.
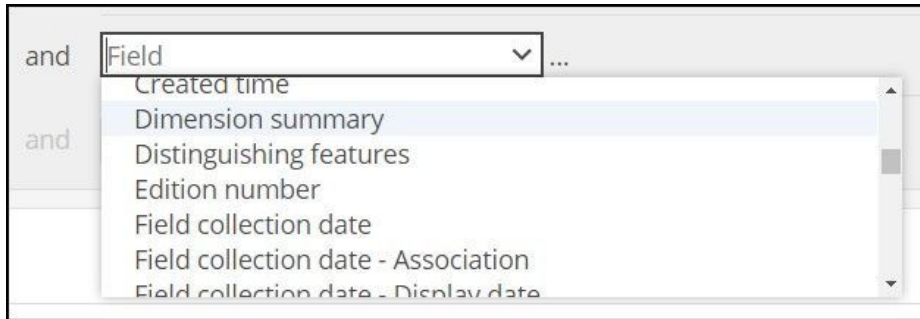
Enter your search term into the new field
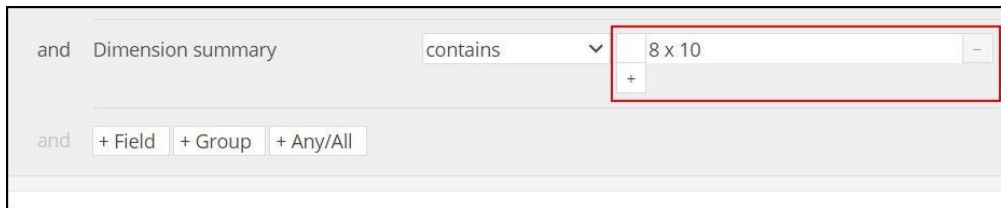
Set search operators for each field in the advanced search field list

Select the search operator using the dropdown between the field name and the

advanced search form field

- ○ Search operators will be different depending on the type of field, e.g. free text, controlled list, date, etc.
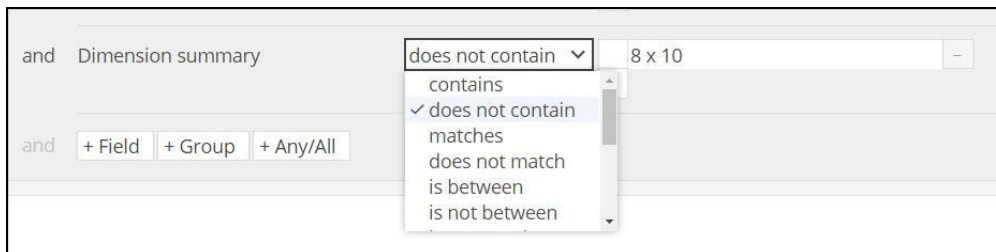
NB: All field constraint operators, with the exception of **is blank**, imply that the field is not blank. For example, Color **is not** red will only find records where Color has a value, and it is not red; it will not find records where Color is blank. A search for Color **is not** red **or** Color **is blank** will find both.

Remove fields from the advanced search field list
Select the - button to at the *far right* of any field in the advanced search form to remove it from the list.
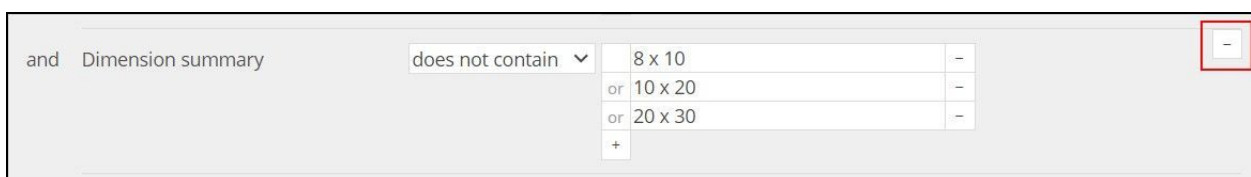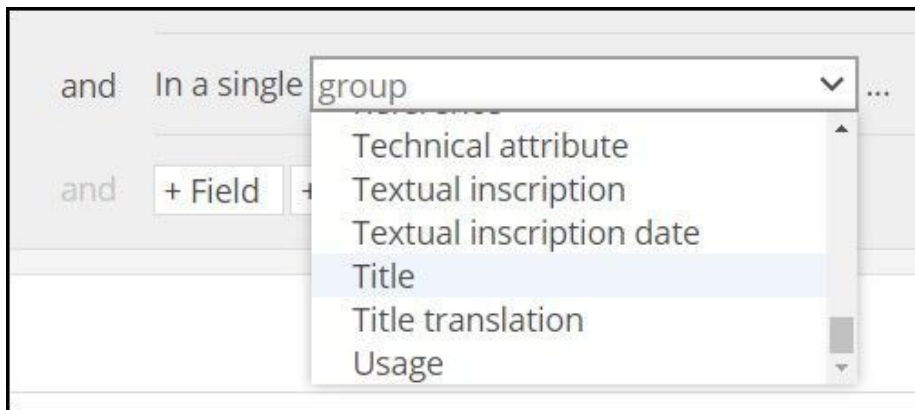
Select the - button *touching* the field to remove that instance of the field.

Add groups of fields to the advanced search field list

To limit search results to values found in one row of a repeatable group of fields, use the + Group button at the bottom of the advanced search form

and	+ Field	+ Group	+ Any/All

Select the group to add to the advanced search form from the dropdown

and   In a single group

Technical attribute
Textual inscription
Textual inscription date
Title
Title translation
Usage

and   + Field

Once the group is selected, choose which fields in the group to search, and whether you'd like ANY or ALL of the values included

- You can nest groups with repeatable sub-groups, e.g. Title.

and   In a single Title group:

All ▾ of the following conditions must be satisfied:

| Title | contains ▾ | The Treachery of Images | – |
| and Type | is ▾ | assigned by artist ▾ | – |

and   + Field   + Group   + Any/All

Combine ANY and ALL logic within the advanced search form
Any/All constraints contain other conditions, and are used to specify one of two operations:

- Any of the contained conditions should be satisfied. The any operator is also known as the or operator, because for the contained conditions, *condition 1* or *condition 2* or *condition 3*, etc., may be met.
- All of the contained conditions must be satisfied. The all operator is also known as the and operator, because for the contained conditions, *condition 1* and *condition 2* and *condition 3*, etc., must be met.

By default, every advanced search starts with an any/all constraint that can not be removed. Other conditions may be added to this initial constraint, including more any/all constraints.
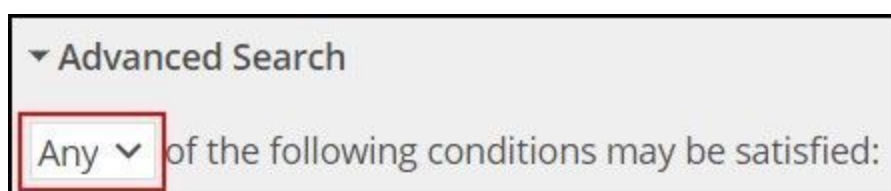
To begin, select either ANY or ALL from the dropdown directly below the Advanced Search header.
Choose fields to include in your advanced search
All additional fields added to the search form will be subject to the constraint chosen; Any in the example to the right
Users may nest any/all constraints to group **and**'ed conditions inside **or**'ed conditions, and vice versa. The video example to the right finds objects that are either from the Photographs department, in the teaching collection; or from the Paintings and Sculpture department, in the study collection

- To nest ANY/ALL, begin with the +Any/All button
- Select either ANY or ALL from the dropdown
- Add the fields you'd like to group under that condition
- Select +Any/All again and choose ANY or ALL from the dropdown
- Add the next group of fields
- When ready, select the Search button

Watch a screen recording