

TUTORIAL 1b: Finding Your Records by Searching for your Name

As we have previously mentioned, the EAMENA database v3 has just launched and there are still a few bugs that need to be sorted out.

One of these, is that it is not possible to find all your records by searching for your name in the Simple Search. If you type your name in the Simple Search, only some, or none of your records will appear.

However, you just need to follow a few extra steps in the Advanced Search to find your records.

1 Getting Started

Go to the Search page.

- From the Home Page, click on 'Search the EAMENA database' in the upper right corner.
- From anywhere else within the database, click on the 'Search icon' in the upper left or upper right corner.

The Search icon: 

- For more detailed instructions on reaching the Search page, refer to **Tutorial 1: Searching the Database**.

2 Go to Advanced Search

When you arrive at the Search page, click on 'Advanced' to access the Advanced Search page (Figure 1).

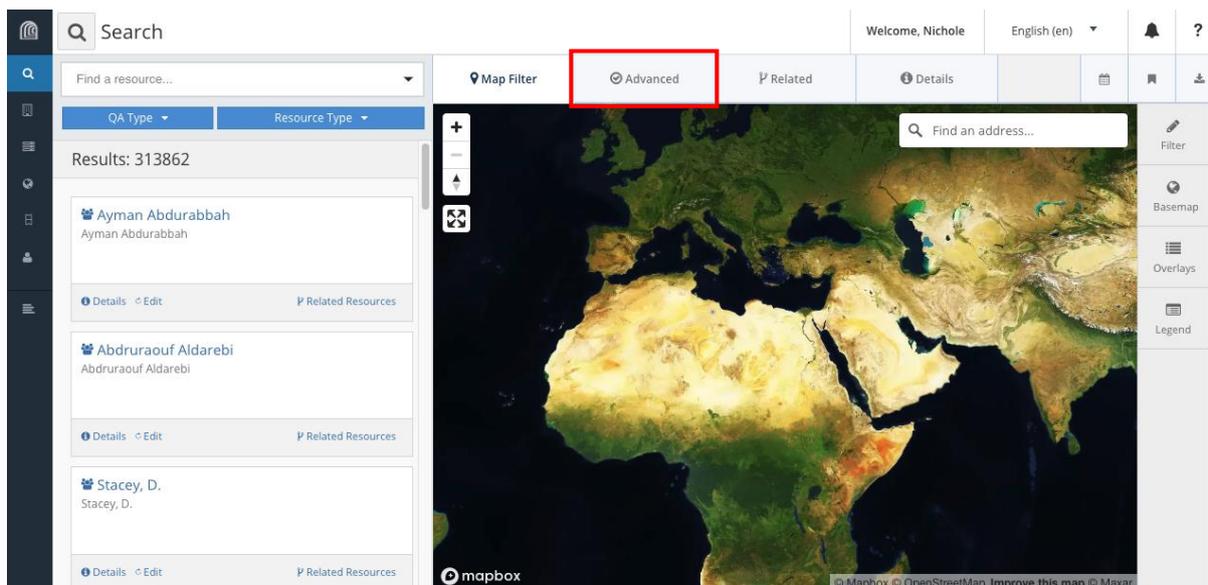


Figure 1

In the Advanced Search screen you see a list of cards in the database on the right side of the window.

Scroll down to the 'Heritage Place' section and click on Assessment Summary / ملخص التقييم (Figure 2)

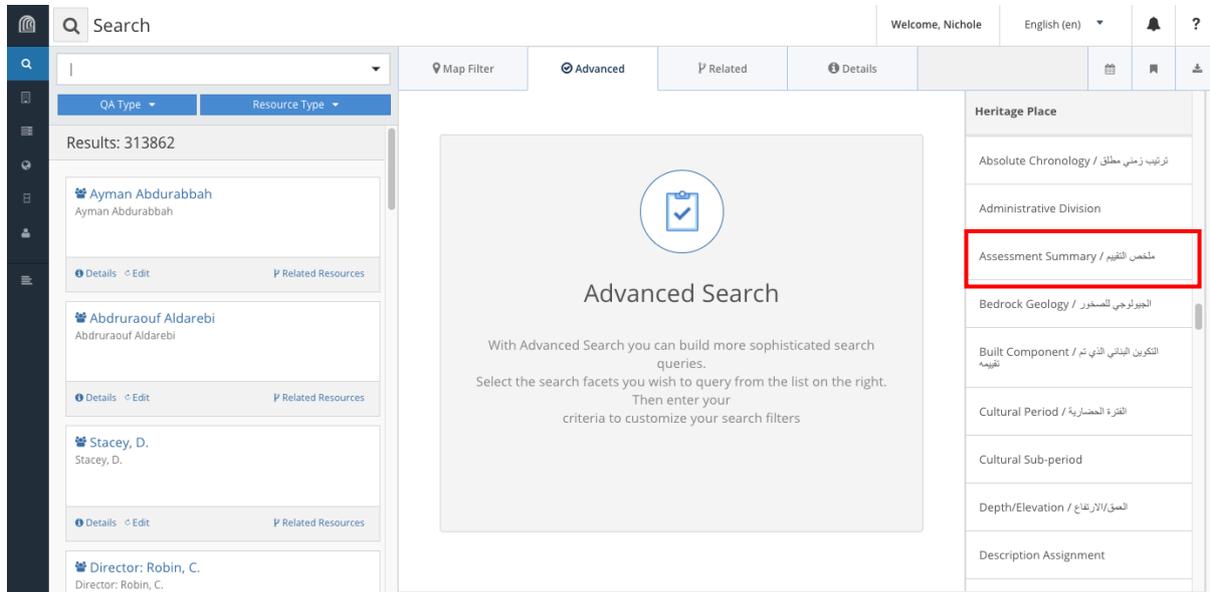


Figure 2

Click on the second, right-hand field that appears under Assessment Investigator / اسم من قام بالفحص (Figure 3)

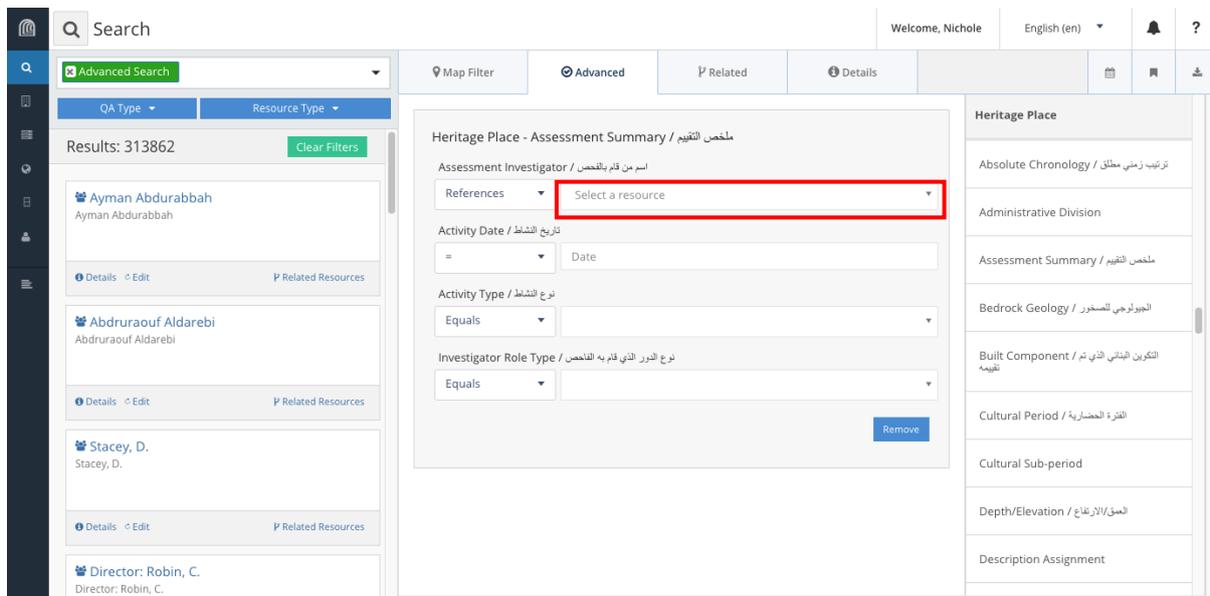


Figure 3

Type your name into the field, and when it appears in the dropdown, click on it (Figure 4).

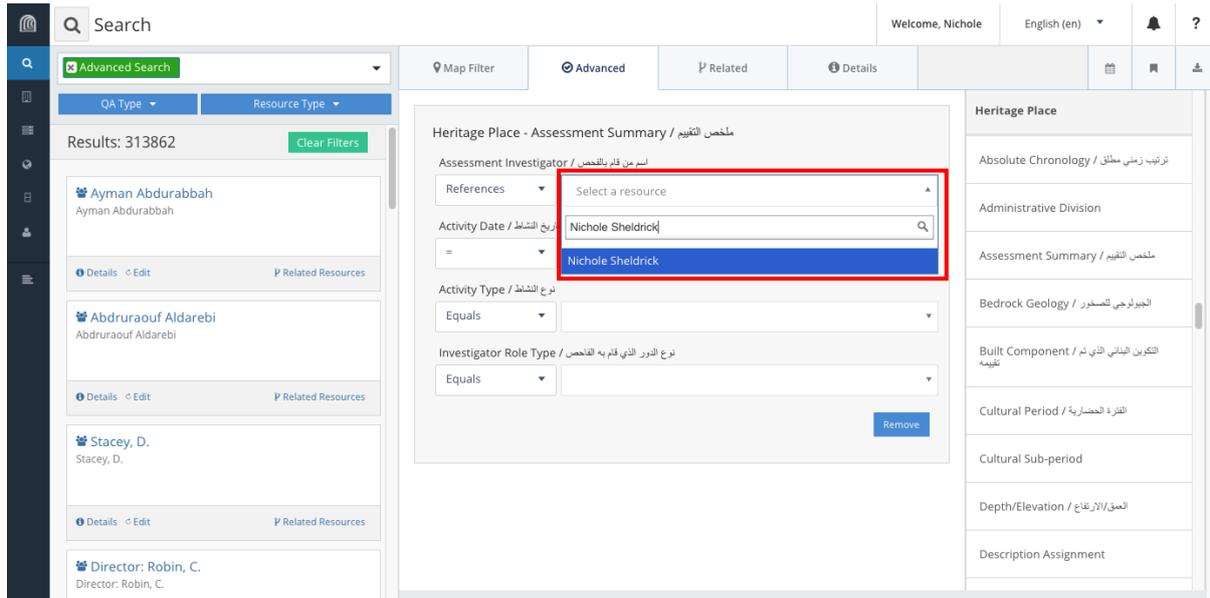


Figure 4

Your search results will appear in a list on the left side (Figure 5).

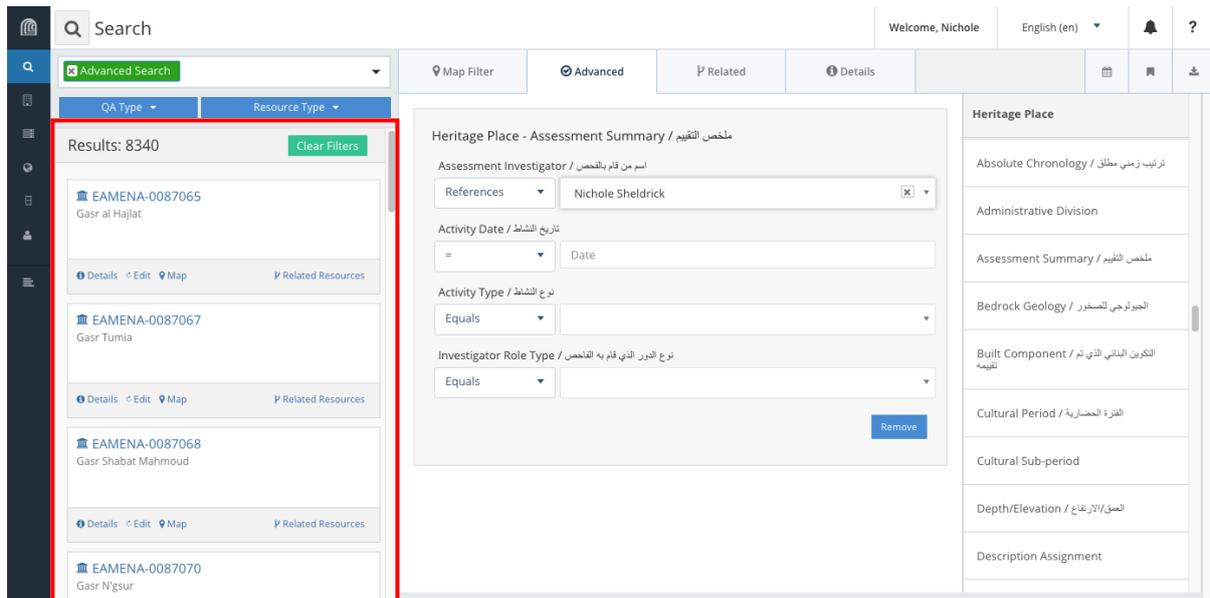


Figure 5

You can add further terms in the Simple search bar to narrow your results further, or choose further options in the Advanced Search – Assessment Summary window.

- We will learn more about the Advanced Search and how to use it for more complex searches in Week 3.