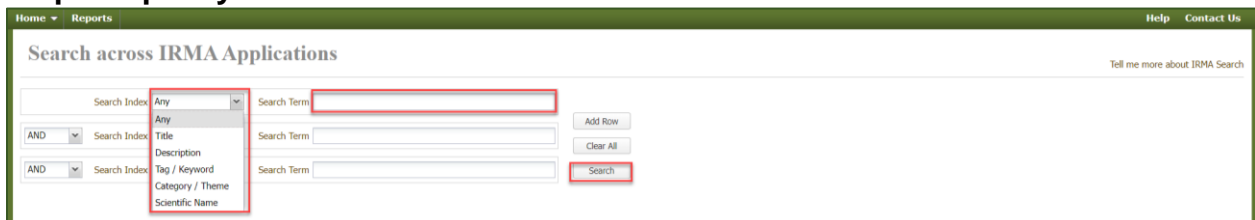# IRMA Search – User Guide

Illustrates basic steps to search for content.

Introduction

IRMA Search allows users to search across several IRMA components to find records related to specific parks, topics, areas of study and more. Records are collected from these components on a regular basis and are available to both public and NPS depending on the record. Click the "Tell me more about IRMA Search" link in the upper right corner of IRMA Search page to view the IRMA components currently included in the IRMA Search.

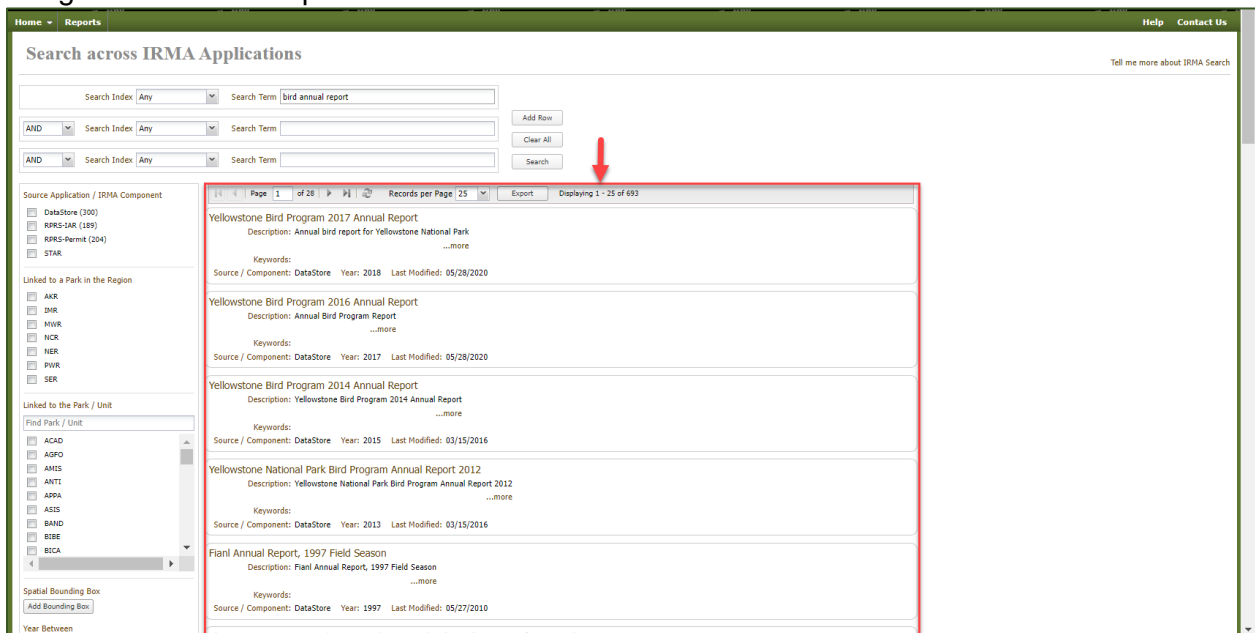## Step 1: Specify Search Criteria and Run Search

1. **Search Index** - Choose which record field(s) you would like to search.
2. **Search Term** - Enter the word, phrase, or scientific name you want to search for.
3. Click "**Search**"

Step 2: View Search Results

Search results are displayed on "pages". The total number of search results are listed in the navigation bar at the top of the results.

To the left of the search results, the Source Application/IRMA Component box lists each source application. Next to each source, you will see the number of records returned in parenthesis.

For example, in the image above we can see that DataStore returned 298 records. If there is not a number in parenthesis next to an application (see STAR), it means no records were found matching the search criteria.

Results are listed 25 records to a page by default, but this can be changed in the navigation bar.
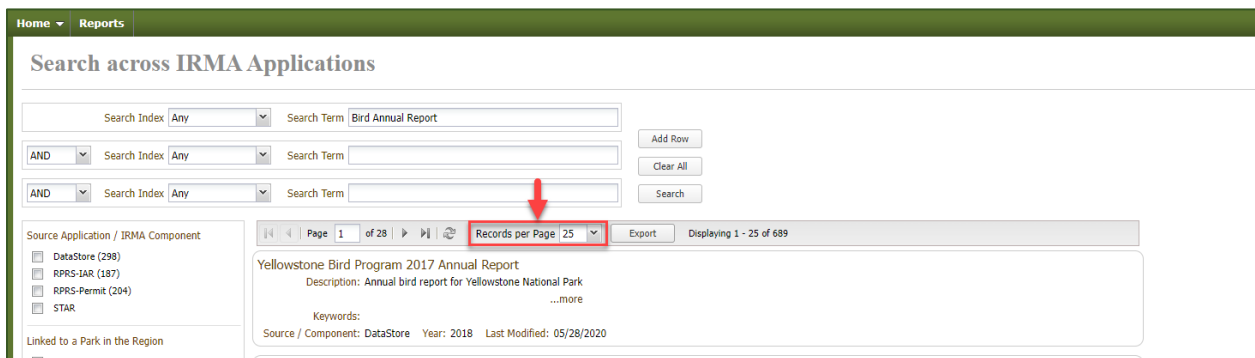
The navigation bar also allows for navigation between pages as well as exporting of results.
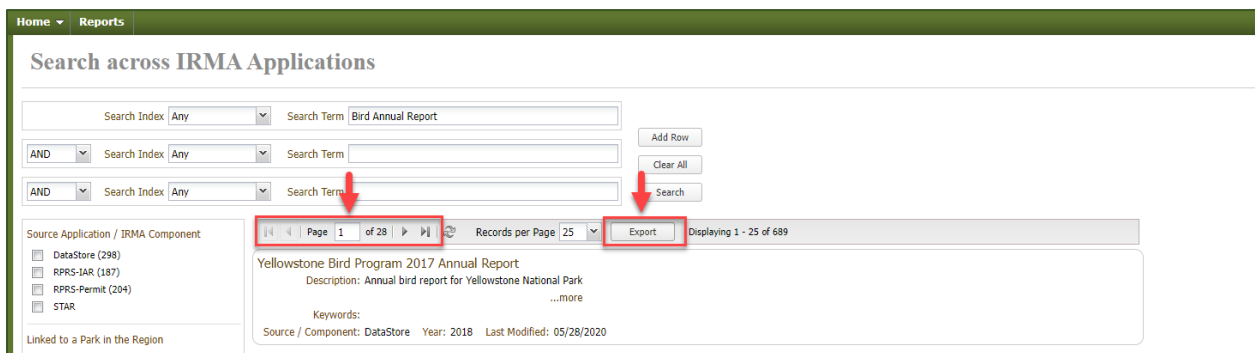
Note: When exporting results, only the results shown on the screen will export. If there are multiple pages of results you wish to export, either increase the number of records displayed on a page or export each page individually.

Step 3: Filtering Your Search Results

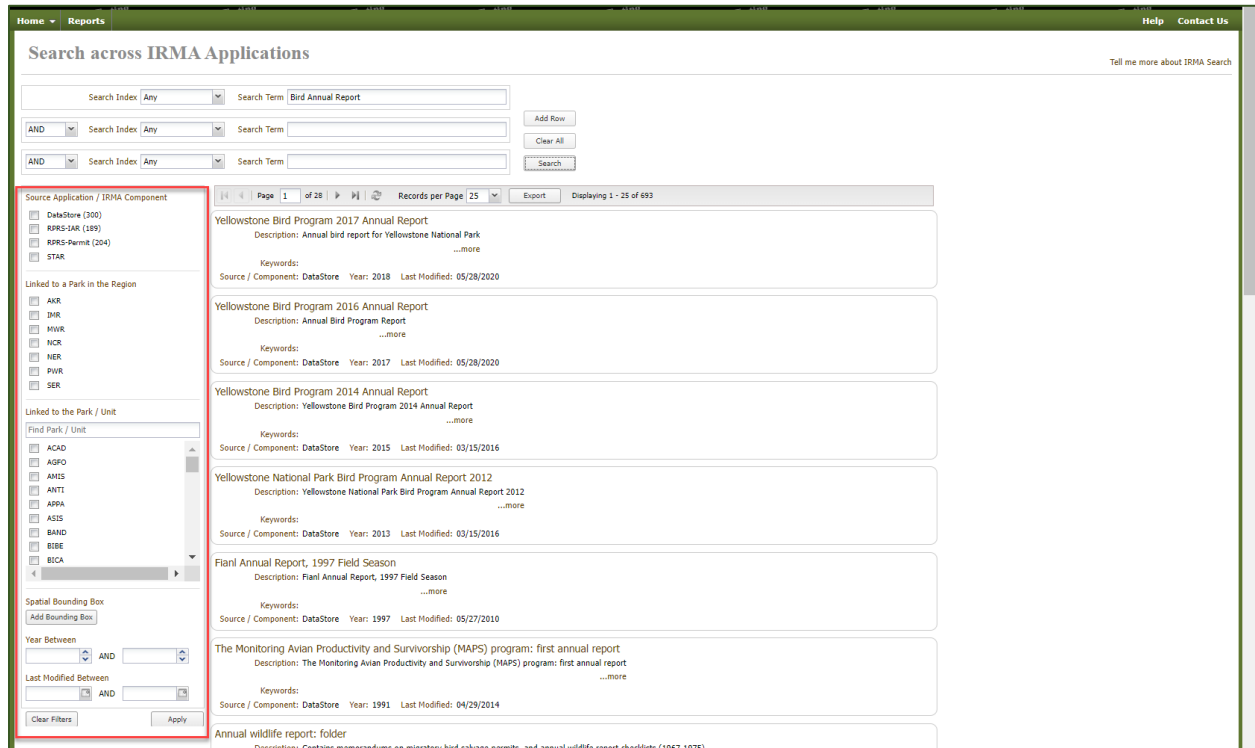If you get more than a couple pages of search results, you may want to consider filtering your results. This can be done by making use of the filters in the panel on the left side of the screen.

The following filters can be used to narrow your search results:

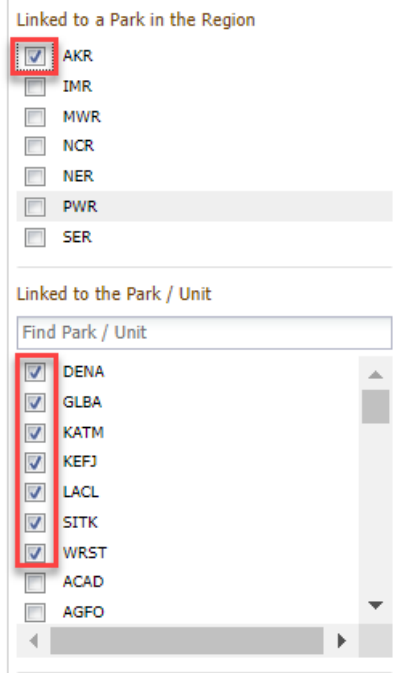|	
Source Application/IRMA Component – This narrows the results to those records that come from the chosen IRMA component(s). To include records from specific component(s), check the box next to that application's name. Multiple applications may be chosen at the same time.	

Linked to a Park in the Region – This narrows the results to those records that come from any park in the selected region(s). To include records from a specific region, check the box next to that region's name. Multiple regions may be selected at the same time.

Note: When a region is selected, all the parks in that region are automatically selected from the Linked to the Park/Unit section directly below the Linked to a Park in the Region section.

Tip:
You can further filter your search by unchecking any park/unit you don't want to see results for in the Linked to the Park/Unit section directly below the Linked to a Park in the Region section.


Linked to the Park/Unit – This narrows the results to those records that come from the selected park(s)/unit(s). To include records from specific park(s)/unit(s), check the box next to that park/unit name. Multiple parks/units may be selected at the same time.
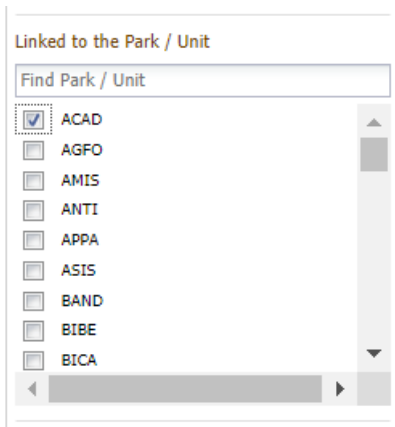
Spatial Bounding Box – This narrows the results to those records that have geospatial data listed within the designated spatial bounding box. To designate a spatial bounding box:
1. Click the "Add Bounding Box" button in the Filter panel.
2. Click the "Draw a Rectangle box in the top left corner of the Bounding Box pop up.
3. Draw the bounding box by clicking on any location on the map and then dragging the edge
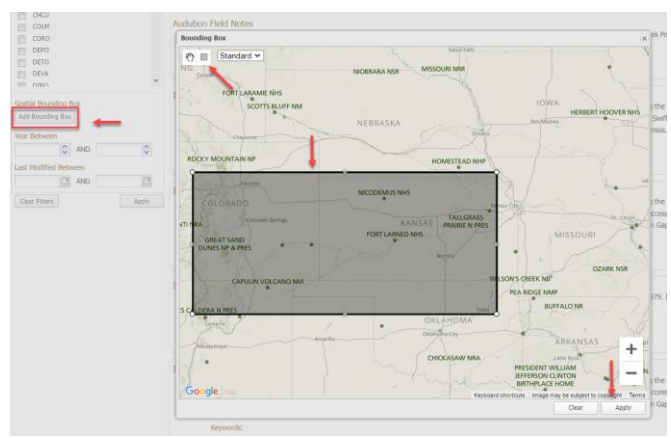
of the box until the area you wish to see records for is covered by the box. (You can move and resize the box until the desired area is covered.) 4. Click "Apply" 5. You will now see "Bounding Box set" to the right of the "Add Bounding Box" button. 6. To clear the bounding box, see "Clear Search" section below. **Note:** If a record does not have geospatial data listed, it will not be returned as part of this search even if the park/unit it is associated with is within the bounding box.	
Year Between – This narrows the results to those records that have dates in a designated date range. You can use this feature in several ways: Multi-year search: If you are looking for records from only a select set of years, enter the earliest year you would like your search to include in the first box of the Year Between section. Now enter the latest year you would like your search to include in the second box of the Year Between section. For example, if you want to search for any records from 2020-2023, you would enter 2020 in the first box and 2023 in the second box. This will narrow your search to only records from 2020-2023. Single Year Search: If you are looking for records from only a single year, enter the year you wish to search for in both the first and second box of the Year Between section. For example, if you want to search for any records from the year 2000, you would enter 2000 in the first box and 2000 in the second box. This will narrow your search to only records from 2000.	Multi-year search example: Year Between 2020 AND 2023 Single Year search example: Year Between 2000 AND 2000

Records During or Since:
If you are looking for records in or after a certain year, enter that year in the first box of the Year Between section and leave the second box blank.

For example, if you want to search for records from 2020 or later, enter 2020 in the first box and leave the second box blank. This narrow your search to only records from 2020 or later.

Records During or Prior To:
If you are looking for records during or prior to a certain year, enter that year in the second box of the Year Between section while leaving the first box blank.

For example, if you want to search records prior to 2020, leave the first box of the Year Between section blank and enter 2020 in the second box. This will narrow your search to only records from or prior to 2020.

During or Since example:

Year Between
2020   AND

During or Prior To example:

Year Between
            AND   2020

Last Modified Between – This works just like Years Between except it narrows the results to those records that have been modified in a designated date range. You can either choose a date by clicking the calendar to the right of each entry box or by typing in the date.

Note: Dates must be entered in mm/dd/yyyy format.

Second Note: Last Modified Dates are not available prior to 2002.

Multi-date search:
If you are looking for records from only a select set of dates, enter the earliest date you would like your search to include in the first box of the Last Modified Between section. Now enter the latest date you would like your search to include in the second box of the Last Modified Between section.

For example, if you want to search for any records from 2020-2023, you would enter 2020 in the first box and 2023 in the second box. This will narrow your search to only records from 2020-2023.

Single day Search:
If you are looking for records from only a single day, enter the day you wish to search for in both the first and second box of the Last Modified Between section.

For example, if you want to search for any records modified on the day 3/31/2023, you would enter 3/31/2023 in the first box and 3/31/2023 in the second box. This will narrow your search to only records modified on 3/31/2023.

Records Modified On or After:
If you are looking for records modified on or after a certain day, enter that day in the first box of the Last Modified Between section and leave the second box blank.

For example, if you want to search for records modified on 6/15/2020 or after, enter 6/15/2020 in the first box and leave the second box blank. This narrows your search to only records modified on 6/15/2020 or after.

Records Modified On or Prior To:
If you are looking for records on or prior to a certain day, enter that day in the second box of the Last Modified Between section while leaving the first box blank.

For example, if you want to search records modified on or before 03/15/2021, leave the first box of the Records Modified Between section blank and enter 03/15/2021 in the second box. This will narrow your search to only records modified on or before 03/15/2021.

Multi-date search example:

Last Modified Between

01/01/2020   AND   12/31/2023

Single day Search example:

Last Modified Between

03/31/2023   AND   03/31/2023

Records Modified On or After example:

Last Modified Between

06/15/2020   AND

Records Modified On or Prior To example:

Last Modified Between

AND   03/15/2021

To clear all filters from the search results, click "**Clear Filters**" underneath the Filters pane.

Step 4: Refining Your Search

If you are still getting too many search results or if you are not getting the results you are looking for, you can refine your search.

Add Quotes

If you are looking for a specific phrase, try adding quotes around the phrase to bring up only records with that phrase.

For example, entering analyzing moose abundance into the Search Term field will bring back any record that contains all three words.

However, if we put quotes around the phrase and search instead for "analyzing moose abundance", the search only returns 2 records that have the exact phrase in it.

Add Search Rows
You can also expand or narrow your search by using additional search rows.

To use these rows:
1. Choose which operator you want to use (AND, OR, NOT)
2. **Search Index** - Choose which record field(s) you would like to search.
3. **Search Term** - Enter the word, phrase, or scientific name you want to search for.
4. Repeat this in each row for as many search words/terms as you would like to include/exclude from your search.
5. Click "**Search**"

Using AND, OR, NOT Operators
AND
Narrows search to include only records with original search term as well as new search term.
The below search will only return records that have both the term Yellowstone and the term fish.

OR

Broadens search by looking for any records that contain either the original search term or the new search term. The below search will return any record with either the term Yellowstone or the term fish in it.

NOT

Narrows search to only include records that have the original search term while excluding any records that have the new search term. The below example will return any record with the term Yellowstone if that record does not have the term fish in it.

Using Operators Together

The operators (AND, OR, NOT) can be used in combination to further customize your search. When using them together, it is important to remember the following:

- AND will always be executed first so it is important to use it before using OR or NOT.
- OR and NOT will be executed in the order they are used
- To use OR or NOT before AND, add them to the first row (pictured below)
  NOTE: when using NOT in the first row, you must type AND NOT

Step 6: Start a New Search

To start a new search, click "**Clear All**" button next to the search box.