

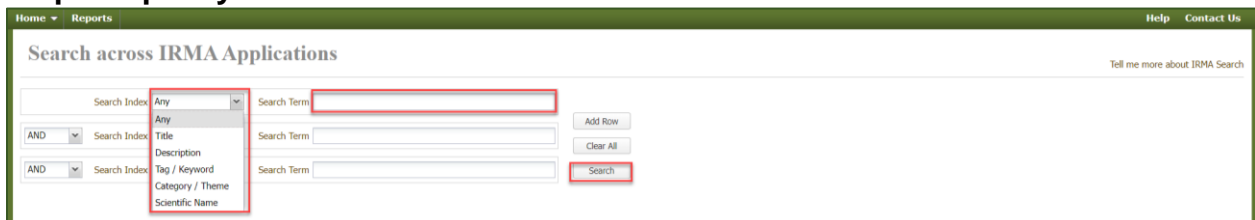
IRMA Search – User Guide

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

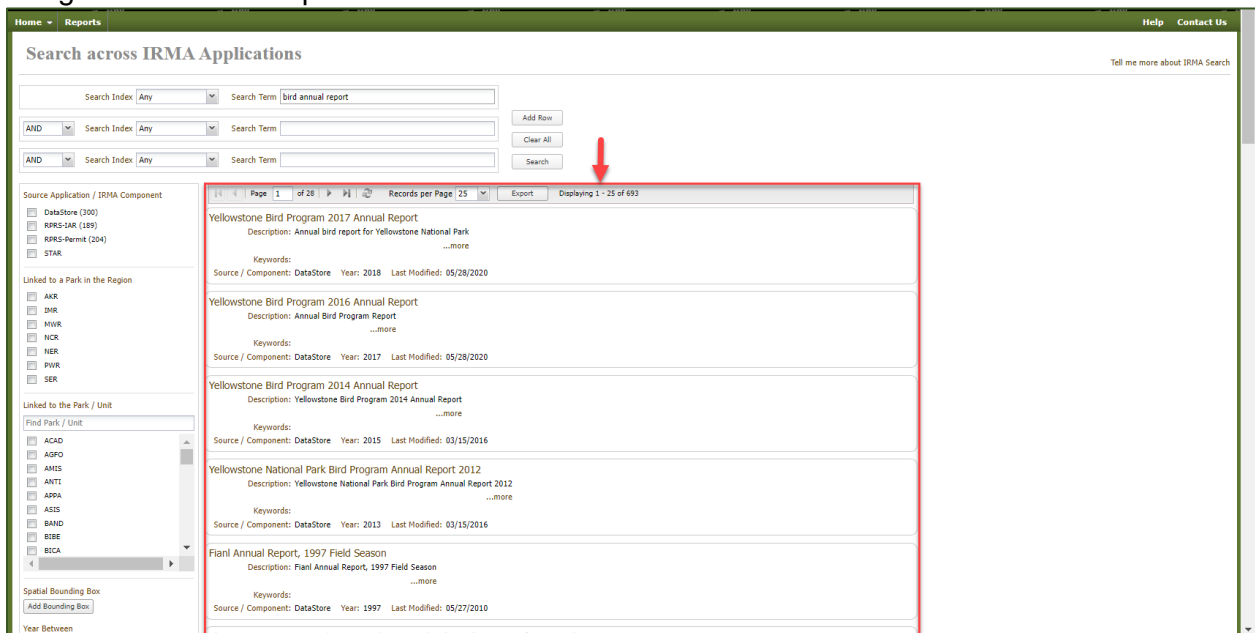


The screenshot shows the 'Search across IRMA Applications' page. On the left, there are three search criteria rows. The first row has a dropdown menu open, showing options: 'Any', 'Title', 'Description', 'Tag / Keyword', 'Category / Theme', and 'Scientific Name'. The 'Any' option is selected. To the right of each row is a 'Search Term' input field. At the bottom right, there are buttons for 'Add Row', 'Clear All', and '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.



The screenshot shows the search results page. The search criteria from Step 1 are visible at the top. The search term 'bird annual report' is entered. The results are displayed in a list format. A red arrow points to the navigation bar at the top of the results, which shows 'Page 1 of 28' and 'Records per Page 25'. The results list includes:

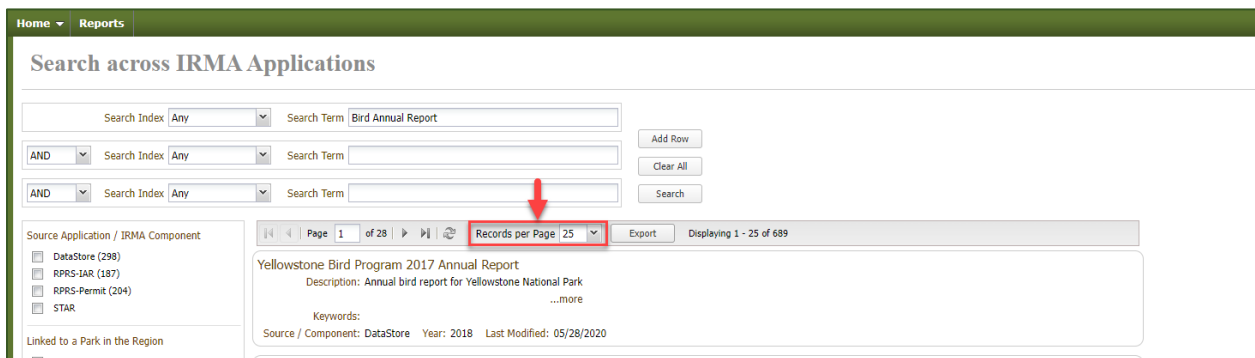
- Yellowstone Bird Program 2017 Annual Report
Description: Annual bird report for Yellowstone National Park
Keywords:
Source / Component: DataStore Year: 2018 Last Modified: 05/28/2020
- Yellowstone Bird Program 2016 Annual Report
Description: Annual Bird Program Report
Keywords:
Source / Component: DataStore Year: 2017 Last Modified: 05/28/2020
- Yellowstone Bird Program 2014 Annual Report
Description: Yellowstone Bird Program 2014 Annual Report
Keywords:
Source / Component: DataStore Year: 2015 Last Modified: 03/15/2016
- Yellowstone National Park Bird Program Annual Report 2012
Description: Yellowstone National Park Bird Program Annual Report 2012
Keywords:
Source / Component: DataStore Year: 2013 Last Modified: 03/15/2016
- Flair Annual Report, 1997 Field Season
Description: Flair Annual Report, 1997 Field Season
Keywords:
Source / Component: DataStore Year: 1997 Last Modified: 05/27/2010

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.

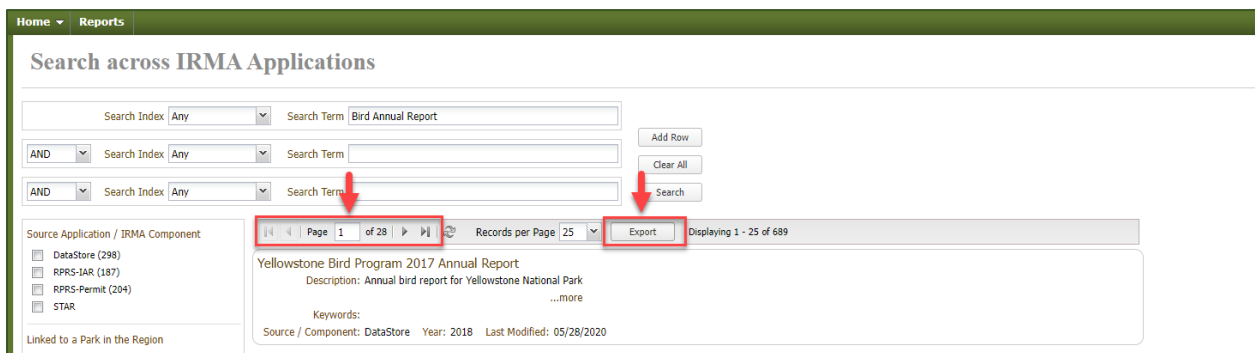


For example, in the image above we can see that DataStore returned 298 records. If there is not a number in parenthesis next to an application (see STAR), it means no records were found matching the search criteria.

Results are listed 25 records to a page by default, but this can be changed in the navigation bar.



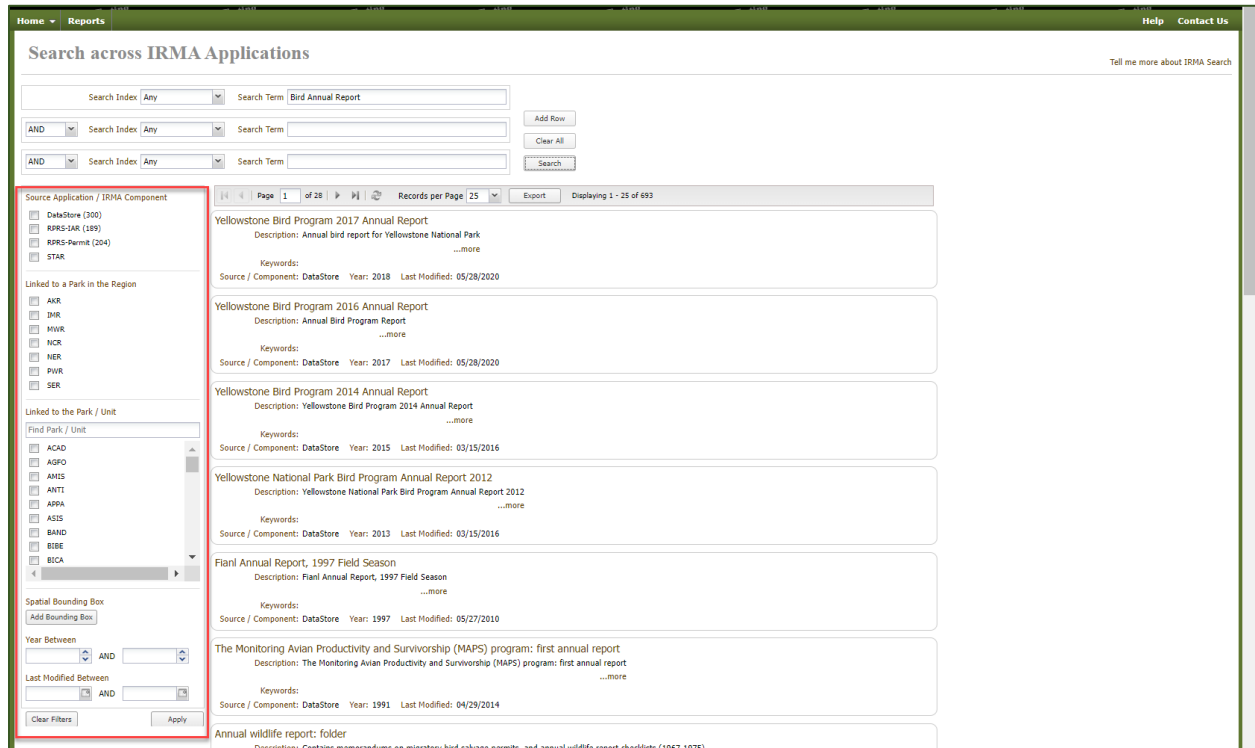
The navigation bar also allows for navigation between pages as well as exporting of results.



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.

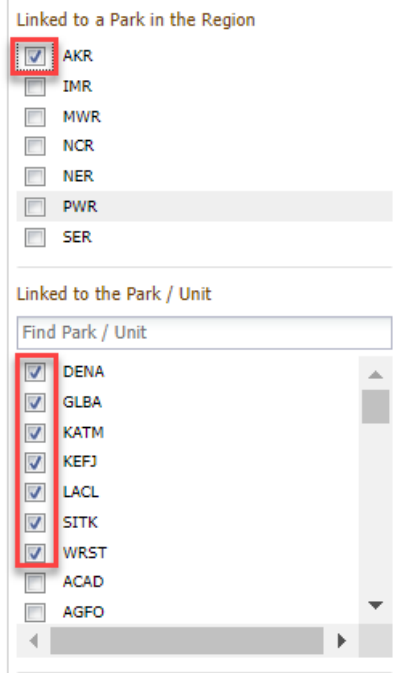
Source Application / IRMA Component

- DataStore (298)
- RPRS-IAR (187)
- RPRS-Permit (204)
- STAR

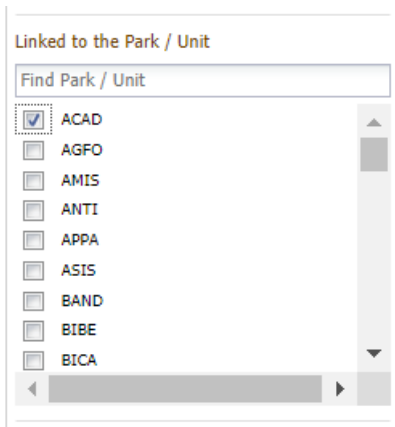
Linked to a Park in the Region – This narrows the results to those records that come from any park in the selected region(s). To include records from a specific region, check the box next to that region’s name. Multiple regions may be selected at the same time.

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.

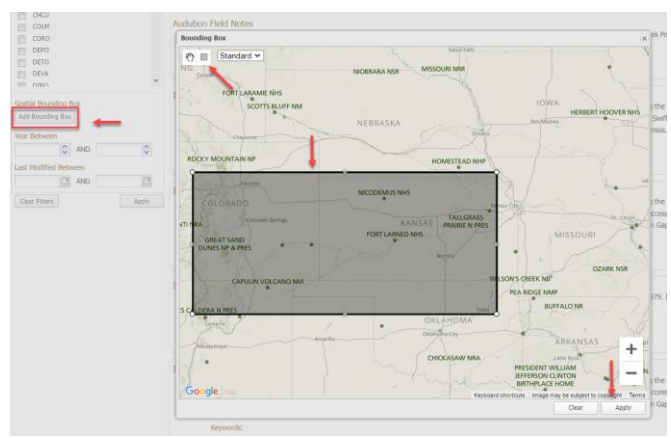


Linked to the Park/Unit – This narrows the results to those records that come from the selected park(s)/unit(s). To include records from specific park(s)/unit(s), check the box next to that park/unit name. Multiple parks/units may be selected at the same time.



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

AND

Single Year search example:

Year Between

AND

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.

The screenshot shows the 'Search across IRMA Applications' interface. On the left is a 'Filters' pane with several sections: 'Source Application / IRMA Component' (DataStore, RPRS-IAR, RPRS-Permit, STAR), 'Linked to a Park in the Region' (AKR, IMR, MWR, NCR, NER, PWR, SER), 'Linked to the Park / Unit' (Find Park / Unit, ABLI, ACAD, ADAM, AFBG, AGFO, AKR, ALAG, ALEU, ALFL), and 'Spatial Bounding Box' (Add Bounding Box, Year Between, Last Modified Between). A red arrow points to the 'Clear Filters' button at the bottom of the filters pane. The main search area has three search rows, each with a dropdown for 'Search Index' (set to 'Any') and a text field for 'Search Term'. Below the search rows is a pagination bar showing 'Page 1 of 20221', 'Records per Page 25', and 'Export' options. The search results are displayed in a list format, with each entry including a title, description, keywords, and source information. The first result is 'Operate USGS ANSS Backbone Seismic Station US-SDCO', the second is 'To the Valley Forge Park Commission', the third is 'Using traits and disturbance as insights into community assembly', the fourth is 'Collecting rock samples from the Blue Mesa Member outcrops, Petrified Forest National Park, AZ', and the fifth is 'Population, Composition and Radiotracking Surveys Dataset for the Chisana and Mentasta Caribou Herds in Wrangell-St. Elias National Park and Preserve, Alaska'.

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.

The screenshot shows the 'Search across IRMA Applications' page. At the top, there is a navigation bar with 'Home' and 'Reports'. Below it, the search interface includes a 'Search Index' dropdown set to 'Any' and a 'Search Term' input field containing 'analyzing moose abundance'. There are two additional search rows below, each with an 'AND' operator dropdown, a 'Search Index' dropdown set to 'Any', and an empty 'Search Term' input field. To the right of these rows are buttons for 'Add Row', 'Clear All', and 'Search'. On the left side, there are sections for 'Source Application / IRMA Component' (with checkboxes for RPRS-IAR (1), RPRS-Permit (1), DataStore, and STAR) and 'Linked to a Park in the Region' (with checkboxes for AKR, IMR, MWR, NCR, NER, PVR, and SER). Below these is a 'Linked to the Park / Unit' section with a 'Find Park / Unit' input field and a 'GLAC' checkbox. The main content area displays two search results for 'Analyzing Moose Abundance and Calf Recruitment on the Blackfoot Indian Reservation and Glacier National Park'. Each result includes a description, keywords (GLAC-2022-SCI-0006 GLAC-00295), and source information (Source / Component: RPRS-IAR, Year: 2022, Last Modified: 08/18/2023). The first result is highlighted with a red box. At the bottom, there is a pagination bar showing 'Page 1 of 1', 'Records per Page 25', and 'Export' buttons.

Add Search Rows

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

This screenshot shows the same search interface as above, but with three search rows. The first row is empty. The second and third rows are highlighted with a red box. Each row has an 'AND' operator dropdown, a 'Search Index' dropdown set to 'Any', and an empty 'Search Term' input field. The 'Add Row', 'Clear All', and 'Search' buttons are visible to the right of the 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.

This screenshot shows the search interface with two search rows. The first row has a 'Search Index' dropdown set to 'Any' and a 'Search Term' input field containing 'yellowstone'. The second row has an 'AND' operator dropdown, a 'Search Index' dropdown set to 'Any', and a 'Search Term' input field containing 'fish'. The 'Add Row' and 'Clear All' buttons are visible to the right of the rows.

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.

The screenshot shows a web interface titled "Search across IRMA Applications". At the top, there are navigation tabs for "Home" and "Reports". Below the title, there are two search rows. The first row has a "Search Index" dropdown set to "Any" and a "Search Term" input field containing "yellowstone". The second row has an operator dropdown set to "OR", a "Search Index" dropdown set to "Any", and a "Search Term" input field containing "fish". To the right of the search rows are two buttons: "Add Row" and "Clear All".

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.

The screenshot shows the same "Search across IRMA Applications" interface. The first search row is identical to the previous one, with "Search Index" set to "Any" and "Search Term" set to "yellowstone". The second search row has an operator dropdown set to "NOT", a "Search Index" dropdown set to "Any", and a "Search Term" input field containing "fish". The "Add Row" and "Clear All" buttons are also present.

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

The screenshot shows the "Search across IRMA Applications" interface. The first search row has a "Search Index" dropdown set to "Any" and a "Search Term" input field containing "yellowstone and not lake". The second search row has an operator dropdown set to "AND", a "Search Index" dropdown set to "Any", and a "Search Term" input field containing "fish". The "Add Row" and "Clear All" buttons are also present. Red boxes highlight the "AND" operator dropdown in the second row and the "yellowstone and not lake" text in the first row's search term field.

Step 6: Start a New Search

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

The screenshot displays the 'Search across IRMA Applications' interface. At the top, there are navigation links for 'Home' and 'Reports'. The main search area contains three rows of search criteria. The first row has 'Search Index' set to 'Any' and 'Search Term' set to 'Bird Annual Report'. The second and third rows have 'AND' selected for the logical operator and 'Any' for the search index, with empty search term boxes. To the right of these rows are buttons for 'Add Row', 'Clear All', and 'Search'. A red arrow points to the 'Clear All' button. Below the search area, there is a pagination bar showing 'Page 1 of 28', 'Records per Page 25', and 'Export' options. On the left, there is a 'Source Application / IRMA Component' section with checkboxes for 'DataStore (298)' and 'RPRS-IAR (187)'. The main content area shows a search result for 'Yellowstone Bird Program 2017 Annual Report' with a description: 'Annual bird report for Yellowstone National Park'.