## *Basic search*

Use the search box to find descriptions in ICA-AtoM that contain matching text. The search box is available on every screen for every user.

1. Enter a search term in the search box.

2. Click on *search*.

3. ICA-AtoM searches all fields in all archival descriptions and returns matches on the search results screen.

4. The search results screen shows the search parameters and the numbers of matches found. By default, ICA-AtoM lists results 10 at a time, providing pagination at the bottom of the page to allow users to navigate through long lists of results. Administrators can increase or decrease this default number (See UM-7.3.3 Specify number of hits per page).

5. For each match, the search results screen shows:

- The description title.

- The first three lines of the *scope and content* field (if it contains any data).

- A link to the highest level of description to which the match belongs.

6. Click a title to view the full description (this routes you to the record's view screen).

**Notes and limitations**

As of the current version of ICA-AtoM (v1.0 beta):

- Search is **not** case-sensitive.

- You can only search archival descriptions; you cannot currently search authority records, archival institutions, or terms unless they are linked to specific archival descriptions.

- You cannot save the search results.

- There is currently no advanced search screen. But see UM-4.2 Advanced search for advanced search techniques that can be used in the basic search box.

- Search runs on the language specified by the language view. It will not display results for descriptions that are not translated into the current language.

Future releases of ICA-AtoM (post-1.0) will address current limitations.

| add/edit | admin | | |
|---|---|---|---|
| **archival description** | authority record | archival institution | term |

## List archival description

| Title — (add new) | Archival institution |
|---|---|
| TeleLearning Network fonds | Simon Fraser University Archives |
| Townley, Matheson and Partners fonds | City of Vancouver Archives |
| Vancouver City Clerk fonds | City of Vancouver Archives |

displaying 1 to 3 of 3 results

city

subject

search

browse