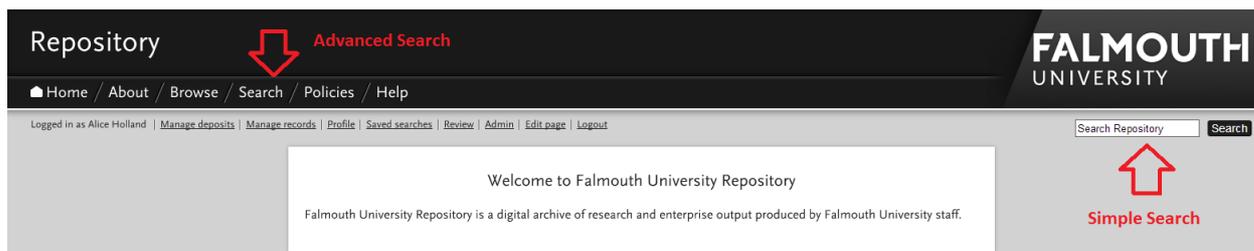


FALMOUTH UNIVERSITY RESEARCH REPOSITORY – HOW TO SEARCH

There are two ways to search the repository.



Simple search

Type your query into the box in the top right hand corner of the page. Click 'Search' or press enter.

You can reorder your results by selecting from the drop down menu in the grey task bar, then clicking 'Reorder'.

Advanced search

Click 'Search' in the black task bar at the top of the screen. Enter your search criteria in the relevant field/s. Click 'Search' or press enter.

You can reorder your results by selecting from the drop down menu in the grey task bar, then clicking 'Reorder'.

Alternatively you can browse the repository: Click 'Browse' in the black task bar. Choose which topic you wish to browse by. You can now browse through items on the Repository.

How to create a 'saved search'

At the top of the search results page there will be the option to 'Save search'.



Click 'Save search'.

You now have the option to change the name of your search; this is useful for if you wish to set up a number of saved searches. If you do not change the search name then it will default to 'search results for [subject]' or simply '[subject]'.

You can choose to be sent an email on a daily, weekly, monthly, or never.

You can also choose to only be sent emails which contain new content; you will not be sent emails if there is no new content available that matches your search.

Click 'Save and Return'.

You can access your saved searches by clicking 'Saved searches' in the grey taskbar at the top of the page.

Editing or removing your saved search

Click 'saved searches'. Select the search that you wish to edit/remove.

If you wish to edit your saved search then click 'edit' and make your changes. Click 'save and return' to confirm the changes.

If you wish to remove your saved search then click 'destroy', then 'remove' to confirm its removal.