

Effective Searches in SPIRE 3.0

Use this handout to learn a few tips for making SPIRE searches more focused and effective.

Menu Search

Having trouble finding what you need in SPIRE? Use the Search field at the top of the left Menu. For each SPIRE page that matches your keyword(s), you'll get:

- A direct link, so you're only a mouse-click away from the page you're looking for.
- A navigation path, so you'll remember how to get there the next time.
- A brief description, so you'll see the difference if your search matches multiple pages.

A few tips:

1. You can only search by page title or part of the title

Example: Catalog for Course Catalog

2. Avoid keywords that do not appear in the menu navigation

Example: Degree Audit (when this report is accessible via the Request Transcript(s) page). Use transcript or report instead

3. You can look up navigation paths to search pages, not individual student information

Example: You can look up the Request Transcript(s) page, but not a student's transcript

4. On the Search page:

- Click **Hide Summaries** to hide the descriptions of your search results.
- Click **Customize Settings** to select the number of displayable results per page.

Basic Search vs. Advanced Search

The difference: the *Basic Search* allows you to look up information using one search criterion at a time. The *Advanced Search* allows you to enter multiple search criteria.

The available search fields depend on the type of information you are looking up. For example, the *Enrollment Summary* search page includes more specific fields than the *Phones* search page.

Basic Search

Enrollment Summary
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search by: Term Alternate Key =

Search

- Academic Career
- Academic Institution
- Campus ID
- EmpID
- First Name
- Last Name
- National ID
- Term
- Term Alternate Key

Advanced Search

Enrollment Summary
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

EmplID: begins with
Academic Career: =
Academic Institution: begins with
Term: =
Campus ID: begins with
National ID: begins with
Last Name: begins with
First Name: begins with
Term Alternate Key: =

[Basic Search](#)

Callouts:
 - EMPLID = the student's 8-digit ID
 - Academic Career = Graduate, Undergraduate, Non-degree, Non-credit
 - Campus ID = the student's NetID (OIT Account user name), not an active search field.
 - National ID = the student's SSN (no dashes)
 - Academic Institution = Always UMAMH
 - Term = 4-digit Term Code
 - Term Alternate Key = 4-digit Term Code, not frequently used.

Notes:

- **'begins with', 'is exactly', 'contains'.** These values help you to search more efficiently by giving you control over your search criteria.
- **Always select an Academic Career and choose a Term.** On search pages that prompt you for the *Academic Career* and the *Term*, make sure you fill in both, starting with the career. If you look up the **Term** without entering an **Academic Career**, you may get an error (e.g., no matching values found);

Save Search Criteria

On any search page, use [Save Search Criteria](#) to add searches you often need to a list of favorite searches. Next time, simply select your search from the **Use Saved Search** drop-down list.

1. On any *Advanced Search* page, enter your criteria in the search fields of your choice (e.g., the student's **8-digit ID** in the *EmplID* field, or the student's **last name** in the *Last Name* field).
2. Click [Save Search Criteria](#). The *Save Search As* page will open.
3. On the *Save Search As* page:
 - In the *Name your Search* field, enter a name for your search (e.g., **John Smith**).
 - Review your search criteria.
 - Click . A confirmation page will open.
4. Click **Return to Advanced Search**.
5. On the *Advanced Search* page, your saved search will appear in the *Used Saved Search* drop-down list. To use a saved search, simply select its name. No need to re-enter criteria! No need to click **Search!**