

# Using Search

Note

VIVO can be customized by each VIVO site to provide a "look and feel" as needed for each site. Some sites will move the search functionality. The description below describes a "standard" VIVO, one in which customization is minimal. If the instructions below do not pertain to your local site, you may wish to inquire locally if documentation regarding the use of search and other VIVO functionality is available locally.

## Searching

The search function allows you to discover the scholarship in your VIVO. In a standard VIVO there is a search box on the home page. The search box can also be found at the top of every page. Here you can enter search terms.

Search tips

- Keep it simple! Use short, single terms unless your searches are returning too many results.
- Use quotes to search for an entire phrase -- e.g., "*protein folding*".
- Except for boolean operators, searches are **not** case-sensitive, so "Geneva" and "geneva" are equivalent
- If you are unsure of the correct spelling, put ~ at the end of your search term -- e.g., *cabage*~ finds *cabbage*, *steven*~ finds *Stephen* and *Stefan* (as well as other similar names).

The screenshot shows the OpenVIVO search interface. At the top, there's a search bar with the text "research information" and a "Search" button. Below the search bar is a navigation menu with links: Home, People, Organizations, Research, Events, and Capability Map. The main content area displays search results for "research information". On the right side, there's a "Display Only" sidebar with a list of facets: people (76), events (2), organizations (91), and research (2843). The main results list includes several items, each with a title, a type, and a brief description. For example, "Information technology--Research" is a Concept, "Information Systems Research" is a Journal, "Mind the (Research Information) Map" is a Dataset, "Management information systems--Research" is a Concept, "Agricultural Information Research" is a Journal, "Library & information science research" is a Journal, "The Quest for Research Information" is an Academic Article, "Research--Information services" is a Concept, "Information science--Research" is a Concept, and "The quest for research information" is an Article.

If you want to refine your search results, you can choose to display the results of a "facet" – a subset of information, all of the same type. The facets are shown on the right side. Selection of a facet limits your results to list items of the specified type. VIVO shows the number of items that will be returned for each facet. Below we see that selecting "Academic Article" as a facet will return 246 academic articles matching the search criteria.

Limit research to	
<a href="#">Academic Article</a>	
<a href="#">Article</a>	(246)
<a href="#">Book</a>	(11)
<a href="#">Chapter</a>	(14)
<a href="#">Concept</a>	(7)
<a href="#">Conference Paper</a>	
<a href="#">Conference</a>	(15)
<a href="#">Poster</a>	(41)
<a href="#">Dataset</a>	(27)
<a href="#">Journal</a>	(2443)
<a href="#">Report</a>	(6)
<a href="#">Working Paper</a>	(1)

## Search results

If you are satisfied with your search results you can click on one of the links or download the results. If you choose to do the latter, please click on the download symbol shown in the following figure.

Search results for 'research information' limited to type  
'research'  

[Information technology--Research](#) | Concept

[Information Systems Research](#) | Journal

... Collection Continuant Entity Generically Dependent Continuant **Information** Content Entity Journal

VIVO allows you to download search results as XML or CSV file. You can change the number of records on the right side by using a slider. Download starts after clicking on "download results in \* format".

Download the results from this search

[download results in XML format](#)

[download results in CSV format](#)

Maximum Records:

500



[close](#)