

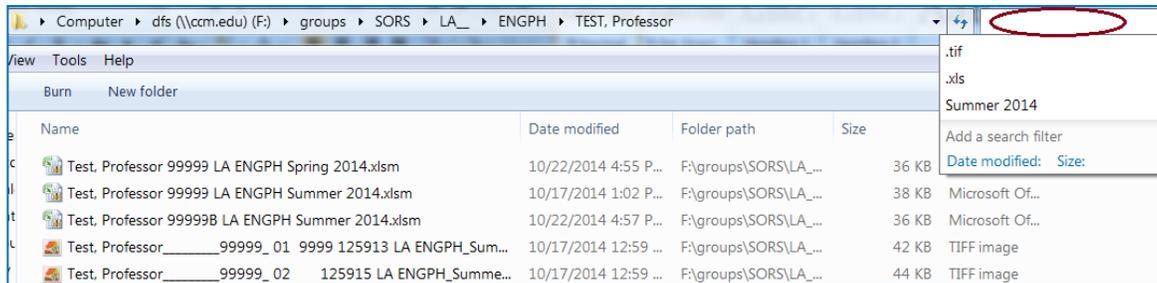
Tips for searching SOR files on the server

SOR search tips (onsite):

These 'Windows Explorer' searches can only be used if you are onsite accessing the CCM server.

They will not work when offsite, using a browser.

Type your criteria into the Windows Explorer search bar:



Simple searches:

- 1) To find only Excel reports for a specific term *Search example: Spring 2014 xls*
 - a. At Division level (e.g., F:\groups\SORS\BMET), Deans would see all Spring 2014 reports for their division.
 - b. At Dept level (e.g., F:\groups\SORS\BMET\BUS___), Chairs would see all Spring 2014 reports for their department.
 - c. At Faculty level, faculty would see only their Spring 2014 reports.
- 2) For Excel summary reports **and** .tif files (*SOR images*) for a specific term *Search example: Spring 2014*

Advanced searches, using operators:

- The operators "AND" "OR" "NOT" must be in caps!
- Anytime a space is used, "AND" is assumed.
- Must use quotes for explicit searches.

1) Searching a specific department, for Spring 2014 xls files

Example: In BMET or BMET\HOS folder → *Search: HOS AND Spring 2014 xls*

Results: *Hospitality xls files for Spring 2014.*

Remove *Spring 2014* and get all HOS xls reports for all terms.

2) Searching a specific person, Spring or Fall Excel files

Example: In BMET or BMET\ESET folder → *Search: LastName (Spring OR Fall) AND xls*

Or, search: *LastName NOT Summer AND xls*

Results: *That person's xls files (summary reports) for all Spring or Fall terms.*

Remove *AND xls* and get that person's xls and tif files for any Spring or Fall term.