# 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:

1	Computer → dfs (\\ccm.edu) (F:) → groups → SORS → LA_ → ENG	GPH 🔸 TEST, Professor			-	4
/iew	iew Tools Help					.tif
	luve New felder					.xls
					Summer 2014	
e:	Name	Date modified	Folder path	Size		Add a search filter
c	🚰 Test, Professor 99999 LA ENGPH Spring 2014.xlsm	10/22/2014 4:55 P	F:\groups\SORS\LA		36 KB	Date modified: Size:
d -	🌇 Test, Professor 99999 LA ENGPH Summer 2014.xlsm	10/17/2014 1:02 P	F:\groups\SORS\LA		38 KB	Microsoft Of
t	🔛 Test, Professor 99999B LA ENGPH Summer 2014.xlsm	10/22/2014 4:57 P	F:\groups\SORS\LA		36 KB	Microsoft Of
ι	🛃 Test, Professor99999_ 01 9999 125913 LA ENGPH_Sum	10/17/2014 12:59	F:\groups\SORS\LA		42 KB	TIFF image
1	🛃 Test, Professor99999_ 02 125915 LA ENGPH_Summe	10/17/2014 12:59	F:\groups\SORS\LA		44 KB	TIFF image

### 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.
- 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.