Report Directory Search - User Help Page

**Application Overview:**
This web application provides functional areas and IT with a way of searching through the hundreds of reports on the Report Server in order to search for and view existing report information such as report descriptions, output fields, and parameters. This will help to determine whether an existing report provides the information needed, or whether a new report will need to be requested.

**Search Functionality**
The search functionality of the application provides the user with the ability to search existing reports for full or partial matches on the title/name and description attributes of the report. Users are also able to search reports for parameter or output field names or combinations of names. The application supports the use of the search operators “AND” and “OR” for these report attributes. By default, the application assumes there is an “AND” between search terms if no operator is specified (e.g.: when ‘title student’ is entered into the search field to search parameter names, this is equivalent to ‘title AND student’, which will only return reports that have parameters named “title” and “student”). To search for an exact phrase, the user can enclose that phrase in quotation marks (e.g.: “Student Name”).

If multiple search attributes are specified, the result set will contain only attributes that match all of the search attributes. For example: suppose two report titles contain the word “Test”, but only one of the reports contains the output field named “Balance”. If the user searches only the title/name attribute for the term “Test”, two reports will be returned. If the user then adds a search term for “Balance” on the output field name attribute and executes the search again, only one report will be returned.

**Report Directory Search Page**

![Report Directory Search](image)

**Page features:**

1. **Title Search:** Enter a word or phrase to use in searching for a report title. If any report title contains the word or phrase entered, that report will be returned.
2. **Description Search:** Enter a word or phrase to use in searching for a report description. The descriptions searched include the description associated with the actual report, as well as
any long or short description entered by an administrator of this application. If any report description contains the word or phrase entered here, that report will be returned.

3. Parameter Name Search: Enter a word or words to use in searching for a parameter name used by a report.

4. Output Field Search: Enter a word or words to use in searching for an output field shown in a report. The application searches the output field display name as well as the output data field. If any report has an output field name or display name that exactly matches the specified output field(s) that report will be returned.

5. Search button: Submits the search criteria entered on the page.

6. Reset button: Clears any search criteria that has been entered.

Report Directory Search Results Details
Once a search has been performed and the results returned, the user has the option of viewing more details related to the report. This is accomplished by the user clicking on the “Report Name” column or the “+” sign of a row in the results table.

When the “Report Name” column or “+” sign of a row in the results table is clicked, child rows will appear below the clicked row. These child rows will contain details of the report, including the location of the report itself as well as any linked reports, a more detailed description of the report, specifics related to the parameters used by the report (when present), and information related to the fields that are displayed within the report.