Advanced Search

The Pivot **profile Advanced Search** allows you to create a search query based on the various fields of information stored within a Pivot profile.

You can conduct an **Advanced Search** from one of two places:

1) Click on the **Profiles** link on your Pivot homepage. You'll notice a free text field at the top of the page with a blue **Advanced search** link right below it. Click the link to display the **Advanced search** page.
2) Select **Profiles** on the drop down next to the search box on the upper right side of the page. Enter a search term and click on the magnifying glass. Click the blue **Advanced search** link beneath the free text field to display the **Advanced search** page.

From the **Advanced Search** page, you have several options:

- Limit your search to specific fields such as title (of a publication), expertise, keyword, abstract, homepage, CV page, publication page, faculty member name, or affiliation.
- Limit your search to publication title and abstracts published within the past 5 years only.
- Limit your search based on: degree, role, or country (and state or province as applicable). For each of these filters, you are presented with a drop-down menu from which you can choose one or more search constraints.
- You can choose to limit your search to various communities (and sub-communities) by checking the boxes to the left the **Advanced Search** fields. Click on the blue arrows to expand the community and see sub-communities which you can select. Faculty can be members of more than one community.
- You can also search by **Affiliation to find institutions in Pivot.**. Enter either the complete or partial name of an institution (e.g., University of Georgia or Georgia State) to see profiles at institutions that match the search query. For example: if you selected **Keyword**, entered 'immigration' in the text search box and limited the search by the affiliation to 'stanford' , you will receive profiles who are relevant to the keyword 'immigration' and affiliated with organizations with the phrase 'Stanford' in their affiliation names.
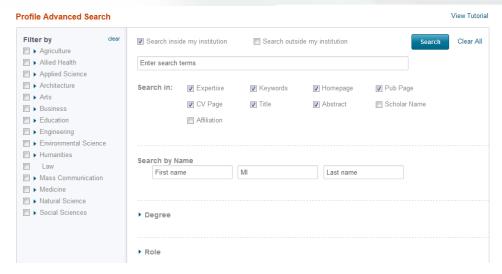
Field Descriptions

There are a number of search fields on the **Advanced Search** page. Here are detailed descriptions of those fields:

- **You have the option to "Search inside my institution" which is selected by default, or "Search outside my institution", or you can select** both options.
- **Search field:** Enter a term or terms on which you'd like to base your search. You can use Boolean terms, wildcards (*) and quote marks (") for phrase searching in your searches. See the **Profile Search Tips** area of the **Help** file for more tips.
- **Search in:** This section allows you to tell the system which area of someone's profile to look in for the term or terms you typed in above.
  a. **Expertise:** The section of a profile that describes the scholar's area of expertise
  b. **Keywords**
  c. **Homepage:** The indexed webpage created by the faculty member, if located
  d. **Pub Page:** The indexed webpage that lists the faculty member's publications
  e. **CV Page:** The indexed online CV for the faculty member
  f. **Title:** Titles of publications on the profile
  g. **Abstract:** Abstracts associated with publications on the profile.
  h. **Scholar Name:** Name of the faculty member
  i. **Affiliation:** The institution with which the faculty member is affiliated
- **Search by Name:** There are fields for first name, middle name or initial, and last name in which you can enter a name of someone for whom you're searching (you can use the wildcard operator, *, if you can't remember the entire name).
- **Degree:** You can select the degree(s) of a faculty member from the drop down list.
- **Role:** You can also select a role (or multiple roles) from the drop down list.
- **Association or Society:** Key in the name of a professional society or association in the free text field.
- **Country:** Select from the drop down list of countries to limit profiles to those from one or more countries. When you select Australia, Canada, or United States, an additional States/Territory/Province drop down list will appear to further limit the results.

Filter by Community

You can also use the filters on the left side of the screen to further define your search query. Communities are assigned to a profile via an automated process.
The default search setting is to search across all communities in Pivot. You can expand individual communities by clicking on the blue arrows to see the specific sub-communities in which faculty were found in connection to your search query. You may click on multiple communities.

Your search results will display the distribution of faculty profiles returned in the results list across all of the communities modeled in the filter list, but the results list will only display those listed within the specified community(ies)

Note: After you conduct a search, numbers will appear in parentheses beside each community or sub-community (regardless whether the community was included in the search query), indicating the number of faculty listed in your search results that are associated with each community.

Faculty can be members of more than one community, which is why the numbers displayed in the **Filter list** on the results page may not match the overall results number exactly
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