Search your Account (new Digital Measures interface)

1. Log in to Digital Measures:
   https://www.digitalmeasures.com/login.boisestate/faculty/authentication/authenticateShibboleth.do

2. At the top of each screen is a field with the phrase, “Search All Activities…”, inside.
   a. Click once in the field and the phrase “Search All Activities…” will disappear. To the left of the search field, you will now see a link for Boolean Search Tips. If you click on this link, it will appear in a pop-up. Close the pop-up when you are ready to enter your search terms.
   b. Enter the title of a publication, status, date or other identifier (e.g., OSP grant number) into the box. Then click on the magnifying class icon to the right.
   c. NEW: On the main screen after login, you can now search for records across your entire Digital Measures account instead of having to go screen-to-screen to search.

An example from David Weaver’s account

Enter search information here. In this example, I have entered “news”.

3. Results will now display matching records from across your account.
To edit a record, simply click anywhere in the row corresponding to the record. Note: The search feature is unavailable when editing within a single item.

**CLEARING SEARCH:** Click once on the “x” at the end of the search box at the top of the screen.

4. **Boolean Search Tips** (from Digital Measures):

Specify text you want to use to find records within the screens you have selected for your report. You can use the following methods to create searches that are more complex:

- Add quotes around specific phrases you want to find. For example, if you want to search for geothermal heating, then add quotes around these words so it becomes "geothermal heating".

- Use the words AND, OR or NOT in your search. For example, if you want to search for where the words geothermal and heating are both found, then you would search for geothermal AND heating. Similarly, if you would like to search for where the word geothermal exists but not heating, then you would search for geothermal NOT heating.

- Add parentheses around any search terms that you want to keep together. For example, if you want to search for where geothermal AND heating exist, but not physics, then you would search for (geothermal AND heating) NOT physics.

- Add an asterisk (*) as a wildcard to the end of a partial word to find any records that contain that partial word. For example, physic* would find the words physician, physical, physics, and any other instance of words that begin with those letters.