Sveriges lantbruksuniversitet
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QUICK GUIDE

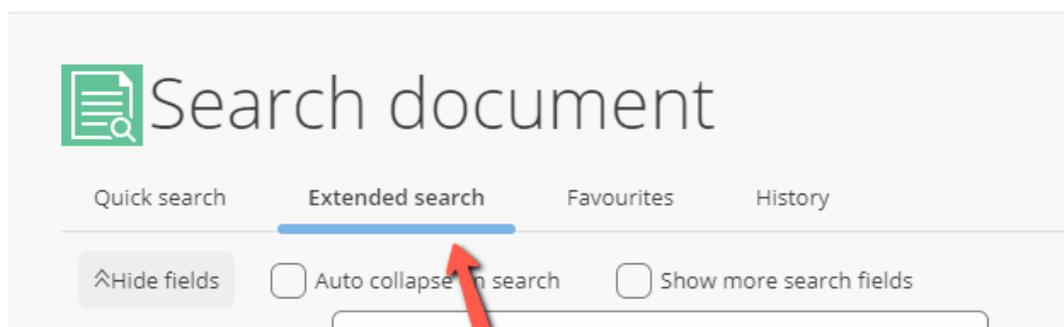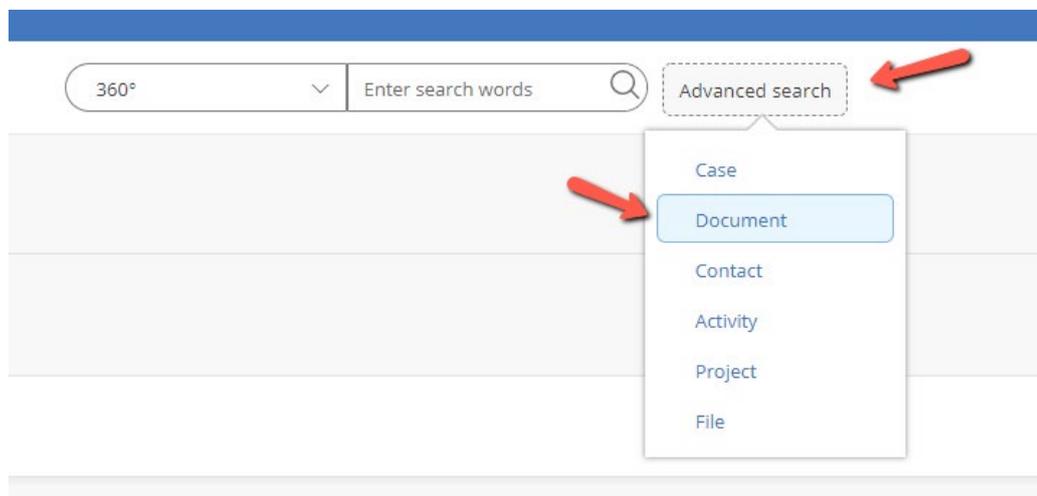2022-04-26

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Quick guide: search for keywords

1. Cases and documents can be tagged with a keyword in Public 360 for search purposes. Internal governing documents should always have one or more keywords stating the subject field(s) of the document.

To search for keywords, you need to use the advanced search. Click Advanced Search and choose if you want to search for a case or a document, then choose Extended search.

2. You can find Keywords among the search fields. To search for internal governing documents, write isd in the search field and click Enter or the check mark. In the drop down menu you see the keywords available in the search. Choose one of the keywords to search. If you want to see all available keywords, write % in the search field.

3. You can now see the keyword added to the search. Click the Search button to perform the search.

4. If you add more than one keyword to your search, by default all the chosen keywords must be added to a case or document to get a result.