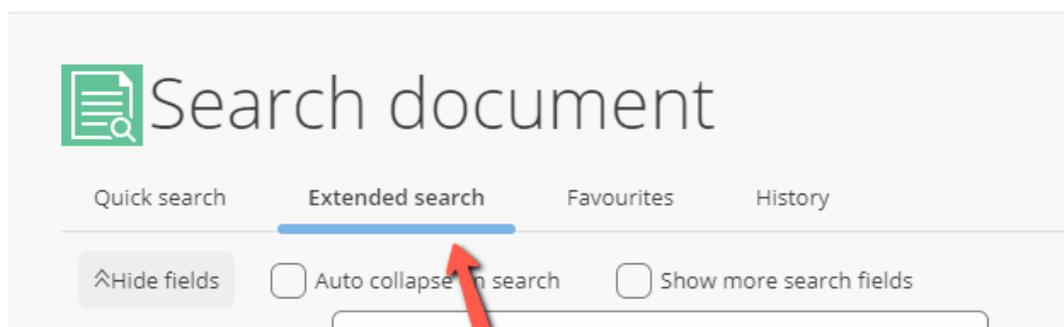
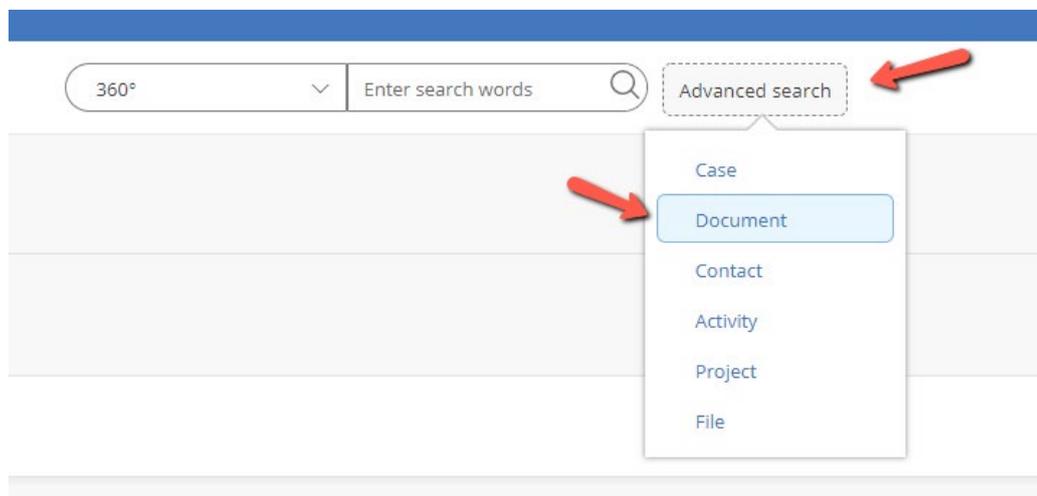


Quick guide: search for keywords

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.

The screenshot shows a search interface with a sidebar on the left containing search fields: Case title, Keywords, Series, Process description, Process, Record type description, and Record type. The 'Keywords' field is active, containing the text 'isd'. A dropdown menu is open below it, listing several keywords: 'ISD Verksamhetsstyrning och organisation', 'ISD Budget, anslagsfördelning och verksamhetsuppdrag', 'ISD Utbildning på grundnivå och avancerad nivå, forska...', 'ISD Forskning', 'ISD Miljöanalys', and 'ISD Samverkan och uppdragsverksamhet'. A red arrow points to the 'Keywords' field, and another red arrow points to the checkmark button on the right of the dropdown menu.

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

The screenshot shows the search interface after a search has been performed. The 'Keywords' field now contains the selected keyword: 'ISD Budget, anslagsfördelning och verksamhetsuppdrag'. Below the search fields are buttons for 'Search', 'Reset criteria', and 'Count'. The search results are displayed in a table with the following data:

Document no.	Document title	Document date	Responsible unit	Responsible person
ua 2022-41-1	Beslut om inköp av semlor	3/1/2022	ua	Simon Åkerblom
ua 2021-1493-1	Budgetriktlinjer gällande rådet för utbildning på forskarnivå (Fur) 2021	4/13/2021	ua	Lotta Hansson

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.

The screenshot shows the search interface with the 'Keywords' field containing two keywords: 'ISD Budget, anslagsfördelning och verksamhetsuppdrag; ISD Forskning'. A red arrow points to the 'Keywords' field.