Profile Quick Search

Using the Pivot profile **Quick Search** is an easy way to search for profiles yielding broad results.

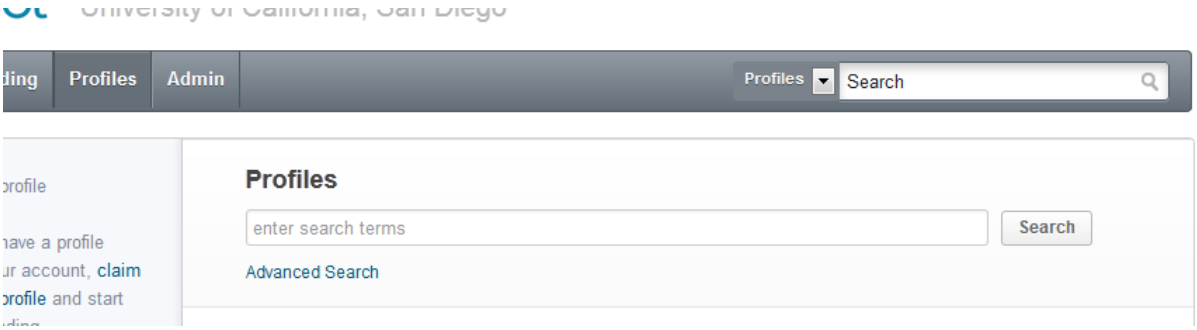
You can conduct a **Quick Search** for profiles from one of two places:

1) Click on the **Profiles** tab on your Pivot homepage. You will see a free text field toward the top of the page. Enter your search term(s) and click **Search** to see your list of results. (Note: by default your search results will be limited to those within your institution. You can adjust your results from the results page.)

2) Use the **Search – for funding or scholars** option near the upper right side of any page within Pivot:
   a. Choose **Profiles** from the drop down menu next to the text box.
   b. Enter your search term(s) into the search box. By default you are searching for scholars within your institution.
   c. Click the on the right side of the search box or hit "Enter" and you'll see your list of results.

Regardless of where you go to conduct your **Quick Search**, you can always search by entering a search term or a scholar's name.

Search results are displayed by relevance. Relevance is determined by the number of times the term (or terms when searching on a multi-term query) is present in the profile date. The profile fields in which the search term is found, are also considered. For example, a search term match in the title of a publication is weighted higher than a match in an abstract.



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