



Before entering any search criteria, you should review the ‘Recent Activities’ links at the bottom of the page. This list provides the Activity Code and Title for the most-recently accessed Activities for that module. The most-recently accessed Activity is listed first (at the top), followed by each of the next most-recently accessed Activity below that and so on. Your Office defaults determine whether this list is shown on a ‘By Office’ basis (anyone in your office has accessed the Activity) or ‘User’ basis (the individual who accessed the Activity). The number of Activities listed is also based on Office default settings and can be set as high as 25. If any of these Recent Activities are the desired Activity, simply click on the Activity Code link to access the summary page for that Activity and then move on to edit specific information if desired..

THE SEARCH FORM: To search for Activities that meet certain criteria, you’ll need to perform a search. The TAILS search form has three elements: The search field list (on the left); the operator (in the center of the form); and the value/condition field (on the right).

A screenshot of the TAILS Search Form. At the top, there is a grey header bar with the text "Search Criteria". Below this, there are three input fields. The first is a dropdown menu with "-- Search Field --" and a blue downward arrow. The second is another dropdown menu with "-- Operator --" and a blue downward arrow. The third is an empty rectangular text input field.

Figure 30. TAILS Search Form

To define the desired search criteria, select a data field (--Search Field--) to search within from the picklist provided. Next, select an operation (e.g. "Equals" or "Before" or "After"), from the (--Operator--) picklist to use in conjunction with that Search Field. Lastly, type in a condition or value to search for that Search Field and Operator element set.

Important Note: In some cases, a single picklist selection for ‘--Search Field--’ will actually search across multiple data fields. For example, a selection of ‘Agency (Lead or Supporting)’ will actually impose the search criteria across both the ‘Lead Agency’ and ‘Supporting Agencies’ data fields. For a complete listing of these multi-field selections and the fields they are imposed on, refer to Appendix A.

It’s important to know that the list of available search fields in the search form differs by module. Additionally, the Operator picklist will adjust depending on the type of Search Field selected.



So, while you can see the results of 34f are different from those of 34d, neither gives a result that might be what we were really looking for.

Lastly, consider this search and its result.

Search Criteria

<input type="text" value="Title and Description"/>	<input type="text" value="Contains"/>	<input type="text" value="canyon"/>
<input checked="" type="radio"/> AND <input type="radio"/> OR		
<input type="text" value="Species"/>	<input type="text" value="Contains"/>	<input type="text" value="wolf"/>
<input type="radio"/> AND <input checked="" type="radio"/> OR		
<input type="text" value="Title and Description"/>	<input type="text" value="Contains"/>	<input type="text" value="canyon"/>
<input checked="" type="radio"/> AND <input type="radio"/> OR		
<input type="text" value="Species"/>	<input type="text" value="Contains"/>	<input type="text" value="eagle"/>
<input type="button" value="add another"/>		
<input type="button" value="Search"/>		

Search Results

Query: (Title and Description Contains "canyon" AND Species Contains "wolf") OR (Title and Description Contains "canyon" AND Species Contains "eagle")

22420-2006-I-0014: Apache Canyon Allotment

22420-2006-I-0016: Simon Canyon Fisheries

Figure 34g. Example Search Series #2: Completed search form giving desired results

So while it does take a little extra work (having to define the search criteria ‘canyon’ twice), the results are what we were after.

((Title and Description Contains "canyon" AND Species Contains "wolf") OR (Title and Description Contains "canyon" AND Species Contains "eagle"))	Reason(s) for inclusion
Search Results	
22420-2006-I-0014: Apache Canyon Allotment	Title contains "canyon" AND Species contains "wolf"
22420-2006-I-0016: Simon Canyon Fisheries	Title contains "canyon" AND Species contains "eagle"

Figure 34h. Example Search Series #2: Summary of desired results.



But, again, any search statements connected through an "AND" connector are evaluated first.

So the actual results of the above evaluated search, would be as follows:

(Species contains "wolf")
 OR
 (Species contains "eagle" AND Title /Description contains "canyon")

(Species Contains "wolf") OR (Species Contains "eagle" AND Title and Description Contains "canyon")	
Search Results	Reason(s) for inclusion
22420-2006-I-0012: O Bar O Allotment	Species contains "wolf"
22420-2006-I-0013: Black Bob Allotment	Species contains "wolf"
22420-2006-I-0014: Apache Canyon Allotment	Species contains "wolf"
22420-2006-I-0016: Simon Canyon Fisheries	Species contains "eagle" AND Title contains "canyon"

Figure 34f. Example Search Series #2: Results of (Species Contains "wolf") OR (Species Contains "eagle" AND Title and Description Contains "canyon")



As such, the result of this search would be as follows:

Query: (Title and Description Contains "canyon" AND Species Contains "wolf") OR (Species Contains "eagle")		Reason(s) for inclusion
Search Results		
22420-2006-I-0006: Permeable Reactive Barriers within TA 16 LANL		Species contains "eagle"
22420-2006-SL-0007: Species List on SMA 47 acres near Aztec		Species contains "eagle"
22420-2006-F-0009: Bernalillo Priority Site Project		Species contains "eagle"
22420-2006-I-0013: Black Bob Allotment		Species contains "eagle"
22420-2006-I-0014: Apache Canyon Allotment		Species contains "wolf" AND Title contains "canyon"
22420-2006-I-0016: Simon Canyon Fisheries		Species contains "eagle"

Figure 34d. Example Search Series #2: Results of "Title or Description" contains "canyon" AND "Species" contains "wolf" OR "Species" contains "eagle".

You might hope that switching the order of the defined fields such that you define the Species set first then the Title criteria last (see below) might get you what you want.

Search Criteria

AND OR

AND OR

Figure 34e. Example Search Series #2: Search Form for "Species" contains "wolf" OR "Species" contains "eagle" AND "Title or Description" contains "canyon".

And, you would hope, the search would be interpreted as

(Species contains "wolf" OR Species contains "eagle")
 AND
 (Title /Description contains "canyon")



We continue building on the search by adding another Boolean connector, this time an "OR" condition on Species, such that the query looks like this:

Search Criteria		
Title and Description	Contains	canyon
<input checked="" type="radio"/> AND <input type="radio"/> OR		
Species	Contains	wolf
<input type="radio"/> AND <input checked="" type="radio"/> OR		
Species	Contains	eagle
<input type="button" value="add another"/>		
<input type="button" value="Search"/>		

Figure 34c. Example Search Series #2: Search Form for “Title or Description” contains “canyon” AND “Species” contains “wolf” OR “Species” contains “eagle”.

You might think that this search would be interpreted as the following

Find all Activities where:

(Title /Description contains “canyon”)
 AND
 (Species contains either “wolf” OR “eagle”)

But, as noted above, since the "AND" connector is always evaluated first (that is, it ‘connects’ its search condition with that of the next [or prior] search condition), the search is actually interpreted as

(Title /Description contains “canyon” AND Species contains “wolf”)
 OR
 (Species contains “eagle”)



As reinforcement that we have one record that actually meets both conditions, we search again using the "AND" Boolean connector and confirm that there is only one record where both wolf and eagle are listed in the 'Species' data field.

Query: (Species Contains "wolf") AND (Species Contains "eagle")	Reason(s) for inclusion
Search Results	
22420-2006-I-0013: Black Bob Allotment	Species contains "wolf" AND Species contains "eagle"

Figure 33d. Example Search Series #1: Results of "Species" contains "wolf" AND "Species" contains "eagle".

Important Note: If you are mixing "AND" and "OR" connectors in the same search, the actual criteria you are setting up (and how the TAILS search engine will interpret it) may get confusing. It is important to realize that the Boolean connector "AND" is always evaluated before "OR".

Imagine we want to find those Activities that have "canyon" in the 'Title or Description' field and "wolf" or "eagle" in the 'species' field. Consider the following example:

First we search for Activities where "canyon" is included in the Activity Title or Description fields (we find three Activities)

Query: (Title or Description Contains "canyon")	Reason for inclusion
Search Results	
22420-2006-TA-0004: Frijoles Canyon Utility Improvement Project	Title contains "canyon"
22420-2006-I-0014: Apache Canyon Allotment	Title contains "canyon"
22420-2006-I-0016: Simon Canyon Fisheries	Title contains "canyon"

Figure 34a. Example Search Series #2: Results of "Title or Description" contains "canyon".

We add an "AND" condition for species containing "wolf" (only one record matches both those criteria).

Query: (Title and Description Contains "canyon" AND Species Contains "wolf")	Reason for inclusion
Search Results	
22420-2006-I-0014: Apache Canyon Allotment	Title contains "canyon" AND Species contains "wolf"

Figure 34b. Example Search Series #2: Results of "Title or Description" contains "canyon" AND "Species" contains "wolf".



First we search for Activities involving wolf species (we find three Activities)

Query: (Species Contains "wolf")	Reason for inclusion
Search Results	
22420-2006-I-0012: O Bar O Allotment	Species contains "wolf"
22420-2006-I-0013: Black Bob Allotment	Species contains "wolf"
22420-2006-I-0014: Apache Canyon Allotment	Species contains "wolf"

Figure 33a. Example Search Series #1: Results of “Species” contains “wolf”.

In a new search, we search for Activities involving eagle (we find five Activities)

Query: (Species Contains "eagle")	Reason for inclusion
Search Results	
22420-2006-I-0006: Permeable Reactive Barriers within TA 16 LANL	Species contains "eagle"
22420-2006-SL-0007: Species List on SMA 47 acres near Aztec	Species contains "eagle"
22420-2006-F-0009: Bernalillo Priority Site Project	Species contains "eagle"
22420-2006-I-0013: Black Bob Allotment	Species contains "eagle"
22420-2006-I-0016: Simon Canyon Fisheries	Species contains "eagle"

Figure 33b. Example Search Series #1: Results of “Species” contains “eagle”.

Next, we search for Activities where the species is either wolf or eagle using the "OR" Boolean connector (we get the same three wolf records found when we search only on wolf, plus the same five eagle records we got as a result of searching on only eagle, but since one record (22420-2006-I-0013: Black Bob Allotment) is actually in both the wolf set and the eagle set, we get a total of 7 records).

Query: (Species Contains "wolf") OR (Species Contains "eagle")	Reason(s) for inclusion
Search Results	
22420-2006-I-0006: Permeable Reactive Barriers within TA 16 LANL	Species contains "eagle"
22420-2006-SL-0007: Species List on SMA 47 acres near Aztec	Species contains "eagle"
22420-2006-F-0009: Bernalillo Priority Site Project	Species contains "eagle"
22420-2006-I-0012: O Bar O Allotment	Species contains "wolf"
22420-2006-I-0013: Black Bob Allotment	Species contains "wolf" Species contains "eagle"
22420-2006-I-0014: Apache Canyon Allotment	Species contains "wolf"
22420-2006-I-0016: Simon Canyon Fisheries	Species contains "eagle"

Figure 33c. Example Search Series #1: Results of “Species” contains “wolf” OR “Species” contains “eagle”.



The Operator picklist is determined as follows:

Search Field Class	Operator set
Date Fields:	"Equals" or "Before" or "After"
Numeric Fields:	"Equals" or "Greater Than" or "Less Than"
Text Fields:	"Equals" or "Contains" or "Doesn't Contain"

Figure 31. Search Form: Operator set for each Search Field Class

PERFORMING A SEARCH: To impose the criteria set and perform the search, click on the button. The results of the search (those Activities meeting the search criteria) will be shown at the bottom of the page, where the 'Recent Activities' list was originally displayed. Search Results are displayed in ascending alphabetical order by Activity Code. The Search mechanism and results appear similarly if you are searching for Bundles

If you still don't see what you are looking for, you can modify your criteria and click again.

To search by more than one criterion, prior to clicking on the button, click on the button to get another full set of search elements. You'll also need to select one of the Boolean connectors "AND" or "OR" to determine how the criterion from one search set will be combined with the other set(s).

The screenshot shows a search form with two rows of search criteria. The first row has a dropdown menu set to 'Species', a 'Contains' operator, and a text input field containing 'wolf'. The second row has a dropdown menu set to 'Species', a 'Contains' operator, and a text input field containing 'eagle'. Between the two rows, there are radio buttons for 'AND' and 'OR', with the 'OR' option selected. Below the second row is an 'add another' button. At the bottom center of the form is a 'Search' button.

Figure 32. Search Form: Example showing search utilizing Boolean connectors.

For a better understanding of the Boolean connectors, consider the following series of searches for Section 7 Consultation Activities:



It should be understood that setting a ‘contains’ operator and entering a partial value for the condition, means you want that (partial) condition to be included in the results. For example, if I enter ‘Staff’ contains “Alison”, my results will include everyone who is named Alison. If I just enter ‘Staff’ contains “Al”, my results will include every Staff member who has the letters “al” in their name: **Alison** Smith and also Carole **Hale**. The search is case insensitive.

Important Note: The Search tool for TAILS Phase 1 is relatively simple, but it is powerful. Users must be aware though of limitations as outlined above. When you click , TAILS will echo back a parenthesized version of the criteria of that search to clarify how the selections made in the search form were actually evaluated and performed. Make certain to review that search criteria statement before looking at the results themselves so that you fully understand the database query you imposed as well as the results. Future phases of TAILS may utilize more complex (and difficult to use) search mechanism.

Users are also directed to the pre-defined search results found through the ‘Reports’ module of TAILS as these may, effectively, provide much sought after search results and allow you to more easily and quickly locate and access the logged Activities you’re seeking.

To reset the search form and begin a new search, click on the ‘Search’ link in the left window pane.

Important Note: To search across essentially no criteria and thereby bring up all the module-specific Activity (or Bundle) records for your Office, simply click on the button without first selecting any search field, operator or condition.

Assuming that you master the search tool, get the desired results, and discover that, indeed, the Activity was already logged, simply click on the Activity Code/Title link provided in the Search Results to jump directly to that Activity’s summary page and make any required edits or additions to the existing information.

If, after thorough searching, you discover that the Activity warrants logging a new Activity, or you are confident that you need not search for existing Activities when entering a module, simply click on the ‘Start New’ link in the left window pane and start entering data for this new Activity or Bundle.