


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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The screenshot shows the Pivot search interface. At the top, there are navigation tabs for "Home", "Profiles", and "Admin". To the right of these tabs is a search bar with a dropdown menu set to "Profiles" and a search input field containing the text "Search". Below the navigation tabs, there is a sidebar on the left with links for "My profile", "Save a profile", "Log out account, claim profile and start new profile", and "My profile". The main content area is titled "Profiles" and contains a search input field with the placeholder text "enter search terms" and a "Search" button. Below the search input field, there is a link for "Advanced Search".