# Guide for searching in campo and customising results lists

# Contents

Campo offers several search screens and result lists that you can customise based on your preferences. Please note that some of the settings described in the following may not be offered in all search screens or results lists. For example, not every search screen offers an advanced search option.

## Search options
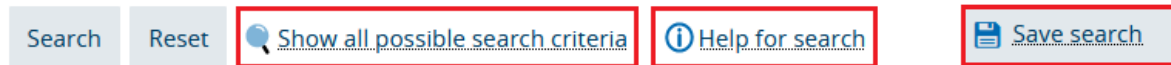


You can access the **advanced search function** from some search screens. The advanced search allows you to choose from several parameters to refine your search.

For help on optimising your search query click the '**Help for search**' link.

If you often perform a search with the same criteria, it may help you if you save this search. Go to the search screen and select the criteria for your search. Then click '**Save search**'.

Give your search a name and then click the disk icon to save.



Now you can choose your saved search from the dropdown menu whenever you need it.

To save another search query, click '**Add search set**' and you can then access it from the dropdown menu. To **delete a search set**, select it and click the delete icon. Use the star icon to save a search as a favourite. Now when you access the function, this search will be performed automatically and you will see the results list. Click the star icon again to remove the favourite.

# Customising results list



Results lists can be customised and exported in a number of different ways.

You can export data from the results list if the option is available. Click 'Perform action' from the dropdown menu (1) and select the format that you want to export to.

You can also sort the results list in ascending and descending order. Click on the individual field names to sort the results list. After you have done this, a blue arrow (2) will be displayed next to the results list, showing whether the list is sorted in ascending or descending order.

You can also use a filter to limit the number of results shown. Use the function 'Show filter' (3) to adjust these settings. Enter your search criteria into the search fields below the field names and click the 'Apply filter' icon. If you want to clear the filter, click on the icon next to 'Apply filter'. To leave the filter mode, click 'Hide filter'. When you set up a filter, it is only applied to the current results list and will not be applied again when you perform another search.



You can further customise the results by clicking 'Edit table' (4).



In the 'Choose columns' section (1), disable the checkboxes next to any fields that you do not need and click 'Save'. The screen is then updated with your preferences. If you want to return

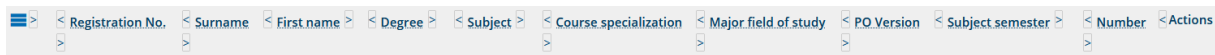to the previous screen layout, you can go back and enable any of the checkboxes that you have disabled.

In the 'Table navigation' (2) field you can set whether the navigation buttons for switching between list pages are shown above or below the results list. In the default settings, the navigation buttons are shown below the results list. If you would like to change the position to the top of the results list, you can customise this setting. The buttons can also be displayed next to the table. Enable the checkbox next to the setting and then save your changes.

Go to 'Global settings for all tables' (3) to set how many results are shown on the results list. The default setting is 10 lines and you can set up to a maximum of 300 lines. Please enter the required number and then click 'Save'.

If you would like to move columns, go to 'Move list columns' (4). Enable the 'Show move buttons' checkbox and save your settings. You will see that arrows are now displayed next to the field names in the results list.

| ☰ > | < Registration No. | < Surname | < First name > | < Degree > | < Subject > | < Course specialization | < Major field of study | < PO Version | < Subject semester > | < Number | < Actions |
|---|---|---|---|---|---|---|---|---|---|---|---|
| > | > | > | | | | > | > | > | | > | |

Click on these arrows to move the column to the required position. After you are done, switch back to the settings screen and disable the 'Show move buttons' checkbox.

The 'Restore defaults' button removes any changes that you have made with the 'Edit table' options.