

PERFORM AN ADVANCED SEARCH

Access: **Student Center>Search**

- A. Click on the **Advanced Search** tab on the Student Search screen to select criteria that are not available on the simple search screen.
- B. Enter the appropriate criteria for the search that you wish to process.

The screenshot shows the eSchoolPlus Student Search interface. The 'Advanced Search' tab is selected. The 'Custom Search Criteria' table is as follows:

And/Or	Area	Field Name	Condition	Value	Delete
	Demographic	Building	= (equals)	2	<input type="checkbox"/>
And	Demographic	Current Status	= (equals)	A	<input type="checkbox"/>
And	Demographic	Grade	= (equals)	09	<input type="checkbox"/>
And	Dyslexia Data	Dyslexic	= (equals)	Y	<input type="checkbox"/>
And					<input type="checkbox"/>

- C. In the example above, an advanced search for students at building 2 that are active, in the 09th grade and are coded "Y" for dyslexia.
 1. Area = area of eSchool to search. (demographics, dyslexia data, etc.)
 2. Field Name = the field to search within that area. (building, current status, grade, dyslexic)
 3. Condition = defines how the system searches. (equals, not equals, etc.). See separate instructions on How to Understand Search Conditions and Values.
 4. Value = defines what the system should search for. The value of the field. ("09" for Grade, "Y" for Dyslexic, etc.). See separate instructions on How to Understand Search conditions and Values.
- D. To delete a criterion, click on the **Delete** box on the right side of the criteria that you wish to remove. To delete all of your search, click on the **Clear Criteria** button.
- E. After setting up your criteria, click on **Search** to bring up a list of your results.