How to Configure Search Fields

Administrators can specify which fields are available to search on when performing a Basic or Advanced Search in the various databases of their account. To configure the search fields for a particular database:

- Hover over **My Account** and select **Administration**

- Select **Search Fields** from the Configuration section on the left-hand side

- Choose the relevant section from the sub-menu on the left-hand side. For example, select 'Staff' if you wish to edit the search fields for the Staff area of your account

- Select the fields that you would like to be searchable when performing Basic or Advanced Searches in this area

- Click **Save**

The search criteria for this area will now be updated.