

# Searching for Data via the GUI

If your user account has the Read permission level on a collection or data file in DME and if you know some attributes for the collection or data file, you can search for that data. When you perform a search in DME, the system searches both self metadata and parent metadata.

New collections, data files, and links appear in search results 30-60 minutes after they were created.

To search for data:

1. Log in as described in [Logging In via the GUI](#). The Dashboard appears.
2. Select a method:
  - If you want to perform a new search: Click the **Search** tab.
  - If you want to edit an existing saved search: In the Dashboard, locate the row for the saved search you want to edit. In that row, click the edit icon.

The Search page appears.

Search Type

☒ Collection ☐ Data Object

Metadata

ID	Exclude Parent Metadata	Level	Attribute Name	Operator	Attribute Value	
A1	<input type="checkbox"/>	A ▾	ANY ▾	----Sel ▾	Value	✕

Add Criteria

Advanced Search >

Results Display ☒ Detailed Results ?

Search

Cancel

3. Specify whether you want to search for a collection or a data object (data file). This selection clears any previous selections in other fields.
4. Specify at least one metadata criterion:
  - a. Specify whether to include or exclude parent metadata. By default, if the criteria is satisfied in either the self metadata *or* the parent metadata of a collection or data file, the system includes that collection or data file in the search results. If you want the system to consider only the self metadata, select **Exclude Parent Metadata**.
  - b. (Optional) Click the **Level** field. The system lists the hierarchy levels (collection types) to which you have read access. (To view the collection types for an archive, refer to [Viewing the Data Hierarchy and Metadata Structure for an Archive](#).) In the text box, start typing the name of a collection type that is valid in the archive you intend to search. The system lists only the level names that contain the specified value. Select the level in which you want to search.
    - If you select a level, the system updates the list of available attribute names (listing only the ones available in the selected collection type) and clears any previous selection in the Attribute Name field.
    - If you do not select a level, the system performs the search at all levels.
  - c. (Optional) Click the **Attribute Name** field. In the text box, type a value. The system lists only the attribute names that contain the specified value. Select an attribute name.
  - d. Select an operator. The following table describes the available options:

#	Operator	Description	Example
7	<	Less than	To find records with less than 10 as an attribute value, specify "10" with the < operator.
5	>	Greater than	To find records with greater than 10 as an attribute value, specify "10" with the > operator.
2	LIKE	Contains	To find records with "cell" or "multicellular" as an attribute value, specify "cell" with the LIKE operator.
1	=	Equal to	To find records with exactly 10 as an attribute value, specify "10" with the = operator.
3	!=	Not equal to	To find records with anything other than 10 as an attribute value, specify "10" with the != operator.
6	<=	Less than or equal to	To find records with less than or equal to 10 as an attribute value, specify "10" with the <= operator.

4	>=	Greater than or equal to	To find records with greater than or equal to 10 as an attribute value, specify "10" with the >= operator.
8	Date greater than or equal to	Date greater than or equal to	To find records with a date later than or equal to December 31, 2018 as an attribute value, specify "12-31-2018" with the "Date greater than or equal to" operator.
9	Date less than or equal to	Date less than or equal to	To find records with a date earlier than or equal to December 31, 2018 as an attribute value, specify "12-31-2018" with the "Date less than or equal to" operator.

- e. For each non-date operator, specify a value. Keep in mind the following points:
  - The system ignores capitalization in this field. For example, "SMITH" and "smith" produce the same results.
  - The system recognizes an underscore character (\_) as a wild card for any single character.
  - The system recognizes a percent character (%) as a wild card for any number of characters (zero, one, or more).
- f. For each date operator, specify a date. Keep in mind the following points:
  - You can select a date from the calendar or type a value.
  - The system assumes the date format is "MM-DD-YYYY HH24:MI:SS" (for example "12-31-2019 23:52:51").
5. (Optional) Click **Add Criteria** and repeat the previous step. The system assigns IDs to the metadata criteria (A1, A2, and so on).
6. (Optional) Click **Advanced Search** and specify a search query. Keep in mind the following points:
  - Specify the search IDs for the metadata criteria you have already specified.
  - Use one or more logical operators (capitalized as AND, OR).
  - Consider using parentheses. The system assesses the expressions within parentheses first.
  - Consider the following example: (A1 OR A2) AND (A3 OR A4)
7. (Optional) Clear **Detailed Results**.
  - By default, all columns are available in the search results for both collections and data files. This includes columns for UUID, Registered By, Collection Type (for collections), Checksum (for data files), and Created On (and columns for self metadata and parent metadata). In this case, the results page also includes the total size of selected collections or data files.
  - If you proceed without the detailed results option, the results page include only the Path, Download, and Permission columns. In this case, the results page does not include the total size of selected collections or data files.
8. Click **Search**. The search results page appears. Keep in mind the following points:
  - If you have more than one metadata criterion and have not specified a search query, the system combines your criteria with AND, narrowing your search.
  - For each criterion using the LIKE operator, the system automatically adds percent character (%) wild card before and after the attribute value search string.
  - For instructions on exporting, sorting, filtering, and navigating the search results page, refer to [Using Data Search Results in the GUI](#).
  - Consider saving your search, as described in [Saving a Search via the GUI](#).

If you do not select a level, the system performs the search at all levels.