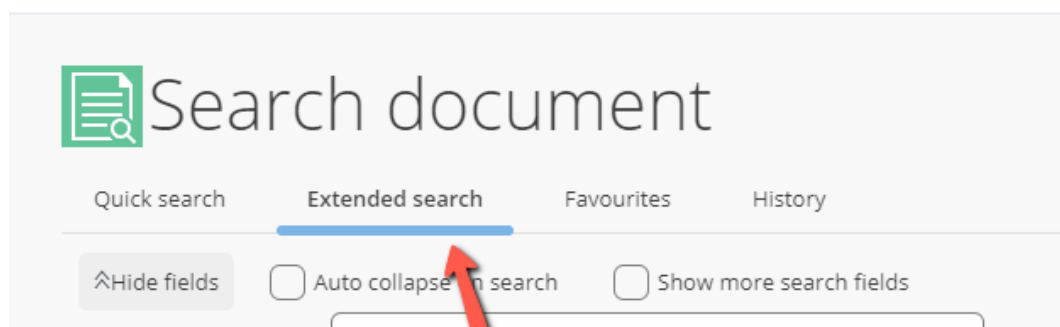
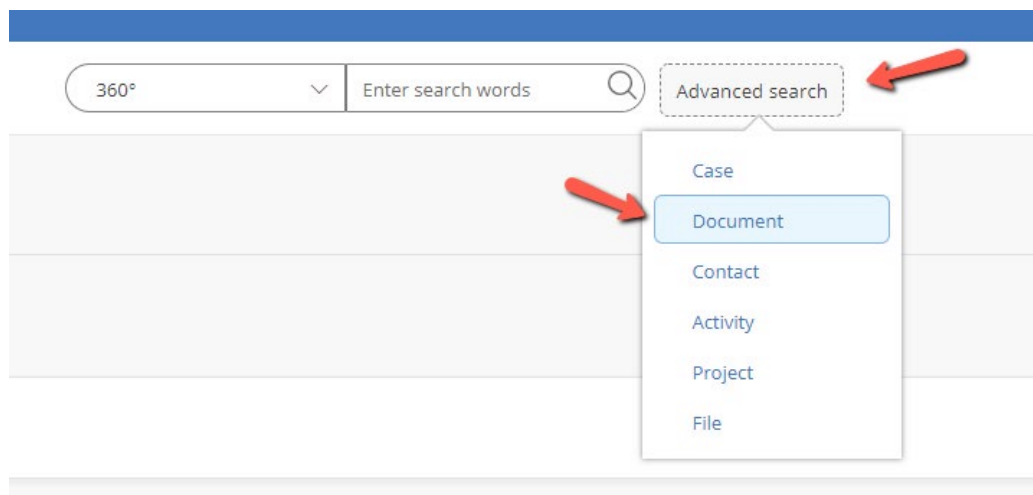


Quick guide: search for keywords

1. Cases and documents can be tagged with a keyword in Public 360 for search purposes. Internal governing documents should always have one or more keywords stating the subject field(s) of the document.

To search for keywords, you need to use the advanced search. Click Advanced Search and choose if you want to search for a case or a document, then choose Extended search.



2. You can find Keywords among the search fields. To search for internal governing documents, write `isd` in the search field and click Enter or the check mark. In the drop down menu you see the keywords available in the search. Choose one of the keywords to search. If you want to see all available keywords, write `%` in the search field.

Case title

Keywords

Series

Process description

Process

Record type description

Record type

ISD Verksamhetsstyrning och organisation

ISD Budget, anslagsfördelning och verksamhetsuppdrag

ISD Utbildning på grundnivå och avancerad nivå, forska...

ISD Forskning

ISD Miljöanalys

ISD Samverkan och uppdragsverksamhet

✓

✓ ☐ Include underl...

✓

3. You can now see the keyword added to the search. Click the Search button to perform the search.

Case title

Keywords

Series

Process description

Process

Record type description

Record type

SLU Dokumentkategori

Add search field

Search Reset criteria Count

Actions ☐ ☐ Search result Displays 2 of 2

✓	Document no.	Document title	Document date	Responsible unit	Responsible person
☐	ua 2022-41-1	Beslut om inköp av semlor	3/1/2022	ua	Simon Åkerblom
☐	ua 2021-1493-1	Budgetriktlinjer gällande rådet för utbildning på forskarnivå (Fur) 2021	4/13/2021	ua	Lotta Hansson

4. If you add more than one keyword to your search, by default all the chosen keywords must be added to a case or document to get a result.

Keywords

Series

✓