

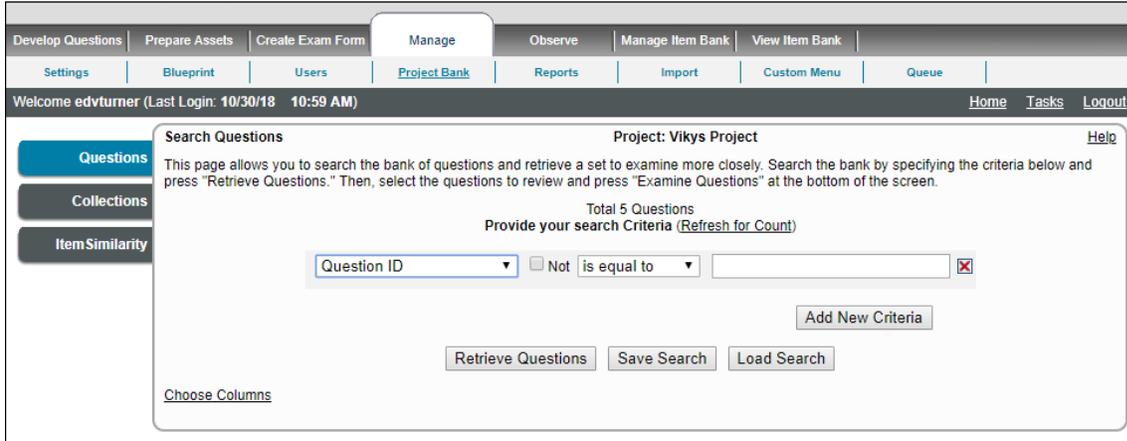
# 5.4.1.1 Search for Items

As Project Manager, you may need to oversee the item-generation process. For example, you might wish to check if a sufficient number of items has been written for a certain knowledge area, or how many and which items were written in the past week.

ExamDeveloper allows you to retrieve items according to various search criteria.

## Access the Search Questions page

1. Select the **Manage Project Bank Questions** menu.

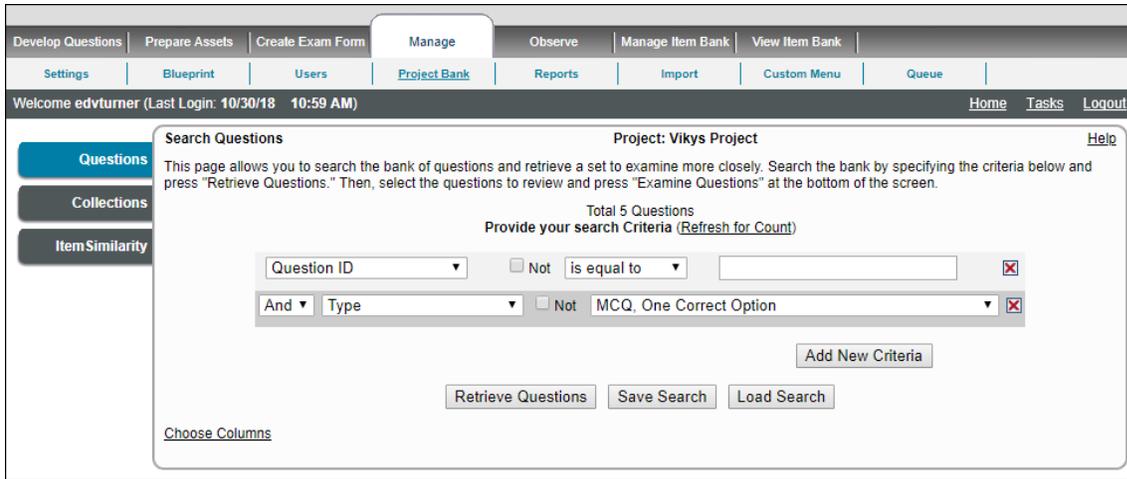


Here you can search items in the project based on specified criteria.

2. Set the search criteria using the fields on the page.

 Depending on the selected criterion, more or fewer fields may become available.

3. Click **Add New Criteria** if you want to search by more than one criterion. A new row appears allowing you to specify the additional criterion.



 **How do multiple search criteria work together?**  
Several search criteria can be added and combined using the **AND** and **OR** Boolean operators. This way of specifying multiple search criteria follows the following rules:

- a. Criteria separated by the AND operator are combined.
- b. Criteria calculation is made from top to bottom.

Thus, if there are criteria A, B, C, D, E, F, G, H, and I and you specify (A) AND (B) OR (C) OR (D) AND (E) AND (F) OR (G) OR (H) AND (I),

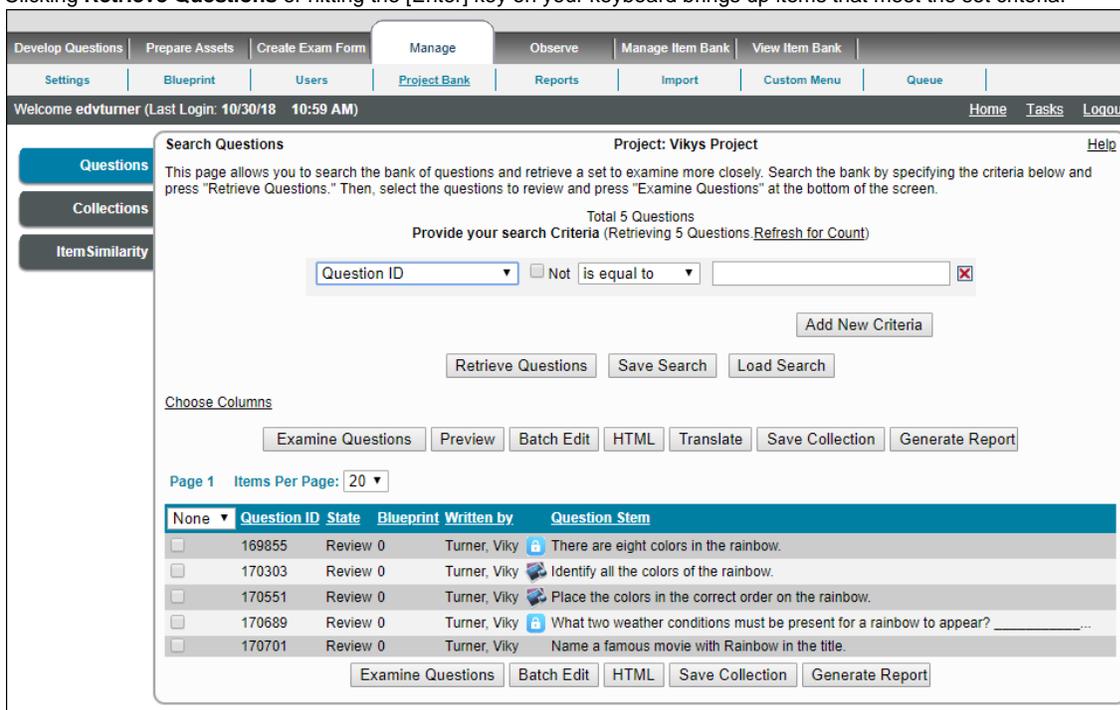
then the criteria calculation will be done in the following way:

- a. (A) AND (B) will be calculated.
- b. (C) applied to the result of **step 1**.
- c. (D) AND (E) AND (F) will be calculated and applied to the result of **step 2**.
- d. (G) applied to the result of **step 3**.
- e. (H) AND (I) will be calculated applied to the result of **step 4**. This yields the final search result.

4. Repeat **step 3** until you have all the criteria you would like to search with.

5. To delete a search criterion, click the  **Delete** icon.

6. Clicking **Retrieve Questions** or hitting the [Enter] key on your keyboard brings up items that meet the set criteria.



Develop Questions | Prepare Assets | Create Exam Form | **Manage** | Observe | Manage Item Bank | View Item Bank

Settings | Blueprint | Users | **Project Bank** | Reports | Import | Custom Menu | Queue

Welcome edvturner (Last Login: 10/30/18 10:59 AM) Home Tasks Logout

**Questions**  
Collections  
Item Similarity

**Search Questions** Project: Vikys Project [Help](#)

This page allows you to search the bank of questions and retrieve a set to examine more closely. Search the bank by specifying the criteria below and press "Retrieve Questions." Then, select the questions to review and press "Examine Questions" at the bottom of the screen.

Total 5 Questions  
Provide your search Criteria (Retrieving 5 Questions [Refresh for Count](#))

Question ID  Not is equal to

[Add New Criteria](#)

[Retrieve Questions](#) [Save Search](#) [Load Search](#)

Choose Columns

[Examine Questions](#) [Preview](#) [Batch Edit](#) [HTML](#) [Translate](#) [Save Collection](#) [Generate Report](#)

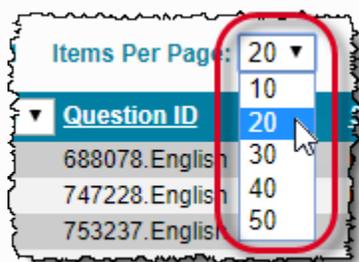
Page 1 Items Per Page: 20

| None                     | Question ID | State    | Blueprint    | Written by | Question Stem  |
|--------------------------|-------------|----------|--------------|------------|--|
| <input type="checkbox"/> | 169855      | Review 0 | Turner, Viky |            | There are eight colors in the rainbow.                                     |
| <input type="checkbox"/> | 170303      | Review 0 | Turner, Viky |            | Identify all the colors of the rainbow.                                    |
| <input type="checkbox"/> | 170551      | Review 0 | Turner, Viky |            | Place the colors in the correct order on the rainbow.                      |
| <input type="checkbox"/> | 170689      | Review 0 | Turner, Viky |            | What two weather conditions must be present for a rainbow to appear? _____ |
| <input type="checkbox"/> | 170701      | Review 0 | Turner, Viky |            | Name a famous movie with Rainbow in the title.                             |

[Examine Questions](#) [Batch Edit](#) [HTML](#) [Save Collection](#) [Generate Report](#)

 **How does the selection and pagination of search results work?**

Users can optimize the number of search items per page by selecting a value from the **Items Per Page** drop-down; this number ranges from 10 to 50 per page. The default number is 20.



The selected number of search items is displayed in the grid below the drop-down.

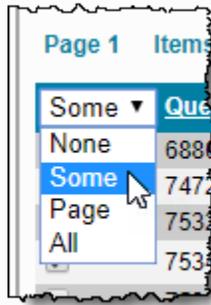
The search items per page can be changed and viewed at any time for the user's convenience.

The search results are listed on multiple pages according to the selected number of **Items Per Page** in the drop-down, if the total number of search items resulting from the search criteria exceeds the selected number of items per page.

The user can also directly jump to another page of the search results grid by clicking its corresponding link above the search results grid.



The **Selection** drop-down in the left of the header row has four selection options: **None**, **Some**, **Page**, and **All**.



This **Selection** drop-down is present on pages in which users need to select multiple search items for use such as viewing, modifying, etc.

The **Selection** drop-down options perform the following functions:

| Column      | Description  |
|-------------|--|
| <b>None</b> | All items in the list across all pages of the search results grid are deselected.  |
| <b>Page</b> | All items on the currently visible page of the search results grid are selected.<br><br>If you move to another page of the search results grid, you will see that none of the items on that page are selected, but the items selected on the earlier page are still retained.  |
| <b>Some</b> | This selection appears when you manually select a few items from the list by selecting their corresponding check boxes. This selection also appears if you select <b>Page</b> from the drop-down and then increase the <b>Items per page</b> , or if you select <b>All</b> from the drop-down and then deselect any item on the search results page.<br><br>It is also possible to select items across multiple pages of the search results grid by simply making the selection on one page and moving on to another - the item selection made on the earlier page is retained even if you move to another page to make additional selections.   |
| <b>All</b>  | All items in the list across all pages of the search results grid are selected.<br><br>Even when moving to any other page of the search results grid, all the items on that new page are also selected.<br><br>The selection drop-down remains as <b>All</b> if any of the items are not deselected, and it changes to <b>Some</b> if any of the items on any of the pages of the search results grid are deselected. Furthermore, if the deselection is made on the first page of the search results grid, then all the items on other pages are deselected. However, if you move to another page of the search results grid while the selection drop-down is <b>All</b> and deselect any item, the selection drop-down for that page changes to <b>Some</b> , while all items on the remaining pages remain selected with the selection drop-down selection showing as <b>Page</b> on those pages. |



### Changing default columns in the search result grid

Searching and retrieving items displays the default detail columns of **Question ID**, **State**, **Blueprint**, **Written by**, and **Question Stem** in the search result grid as shown below:

The screenshot shows the 'Search Questions' interface. At the top, there are navigation tabs: 'Develop Questions', 'Prepare Assets', 'Create Exam Form', 'Manage', 'Observe', 'Manage Item Bank', and 'View Item Bank'. Below these are sub-tabs: 'Settings', 'Blueprint', 'Users', 'Project Bank', 'Reports', 'Import', 'Custom Menu', 'Queue', and 'Logout'. The user is logged in as 'edvturner' (Last Login: 10/30/18 10:59 AM). The main content area is titled 'Search Questions' and 'Project: Vikys Project'. It includes a search criteria section with a dropdown for 'Question ID', a radio button for 'Not', and a dropdown for 'is equal to'. Below this are buttons for 'Add New Criteria', 'Retrieve Questions', 'Save Search', and 'Load Search'. A 'Choose Columns' link is circled in red. Below the search criteria are buttons for 'Examine Questions', 'Preview', 'Batch Edit', 'HTML', 'Translate', 'Save Collection', and 'Generate Report'. The results table has the following columns: 'None' (dropdown), 'Question ID', 'State', 'Blueprint', 'Written by', and 'Question Stem'. The table contains five rows of results, each with a checkbox, a question ID, a state, a blueprint, a written by name, and a question stem.

| None                     | Question ID | State    | Blueprint    | Written by   | Question Stem |
|--------------------------|-------------|----------|--------------|--|---------------|
| <input type="checkbox"/> | 169855      | Review 0 | Turner, Viky | There are eight colors in the rainbow.                                     |               |
| <input type="checkbox"/> | 170303      | Review 0 | Turner, Viky | Identify all the colors of the rainbow.                                    |               |
| <input type="checkbox"/> | 170551      | Review 0 | Turner, Viky | Place the colors in the correct order on the rainbow.                      |               |
| <input type="checkbox"/> | 170689      | Review 0 | Turner, Viky | What two weather conditions must be present for a rainbow to appear? _____ |               |
| <input type="checkbox"/> | 170701      | Review 0 | Turner, Viky | Name a famous movie with Rainbow in the title.                             |               |

It is possible to alter the columns being displayed by clicking the **Choose Columns** link. When this link is clicked, a **Search-Result Configuration** pop-up is displayed where you can select columns to be displayed by selecting the corresponding check boxes. The additional columns possible to be displayed are **Question Metadata** and **Case Name**, which are not selected by default.

The 'Search-Result Configuration' pop-up window has a title bar with a close button. Below the title bar is a section titled 'All Columns'. It contains a list of columns with checkboxes: 'Question ID', 'Blueprint ID', 'State', 'Stem Text', 'WrittenBy', 'Question Metadata', and 'Case Name'. The checkboxes for 'Question ID', 'Blueprint ID', 'State', and 'WrittenBy' are checked. At the bottom of the window are two buttons: 'Save Columns' and 'Reset Columns'.

The below screenshot shows how all the columns are displayed when all of the check boxes are selected.

The column settings are retained only for the current session for the current user. Thus, the settings are observed on the **Search Question** pages of all other projects accessible to the user currently logged in. The settings are no longer active once the user logs out and logs back in again.

**i** Only the latest version of item(s) are returned following a search query. To view the Revision Code (version number) of an item, you must select the check box associated with the item and click **HTML** button at the bottom.

**✔ How can I quickly return all items?**  
To view all active items in the project, do not specify any criteria using the **Question ID** search.

**✔ Receive a quick count based on search criteria**  
If you click the **Refresh** link after specifying criteria, you are able to see how many items will be retrieved if the search is performed with the current criteria. This process is a lot faster than actually retrieving items because only the number of items matching the search criteria need to be retrieved, rather than listing all the items. You probably want to narrow your search if too many items are retrieved, or broaden it if the search returns very few results (or none at all).

**Searching Question Stem and Option Text**

When using the **Question Text** and **Option Text** in searches, the searches are limited to only the first 450 characters of the text fields.

**Where are the "Obsolete" and "Rejected" items?**

The **Project Bank**, **Observer**, and **Build Exam** search pages automatically filter out the inactive (Rejected and Obsolete) items from the results to limit the results to only items which can be used on exam forms. However, the Project Manager's Project Bank page can retrieve those items by simply adding **State = Obsolete (or Rejected)** in addition to any other state you want to see in the search results. The **Observer** and **Build Exam** search pages never return Obsolete, Rejected, or Draft items as search results.



To view all items in the project, do not specify any criteria using the **Question ID** search on the top right of the screen.