My Manchester — How to Use One Search

Using One Search

The new My Manchester platform offers a powerful and innovative way to search for people, information and resources by combining search results from several sources, including:

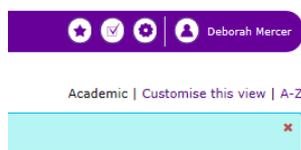Staff Directory

Library Resources

StaffNet

General Search Results
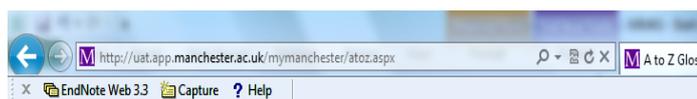
Knowledge Base Articles.

There is also an A-Z listing which can be accessed from the Homepage.

Using the A-Z Listing

The A—Z link will take you to the A—Z index

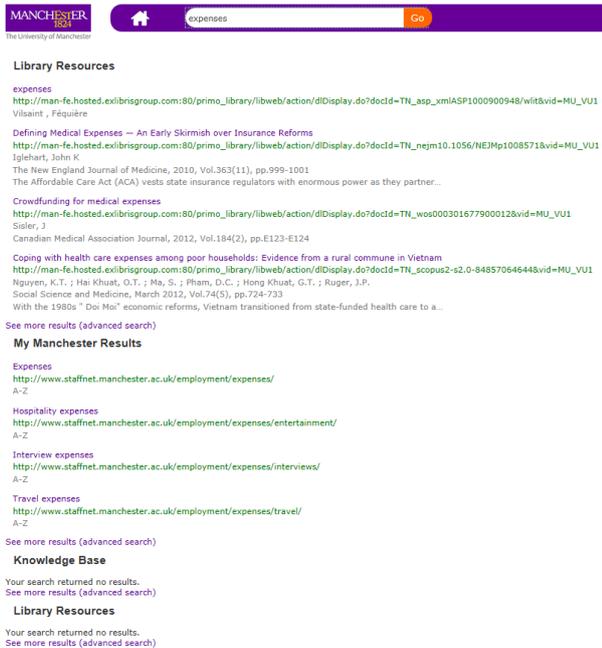This is a very quick and straightforward way to search for information or resources where the search terms are known to you.

Using the Search Box

Entering a search term will return results from a variety of sources:

You can customise the returned results by changing the Search Options which can be accessed by clicking on the Settings icon in the Header Bar to get to the Settings page.
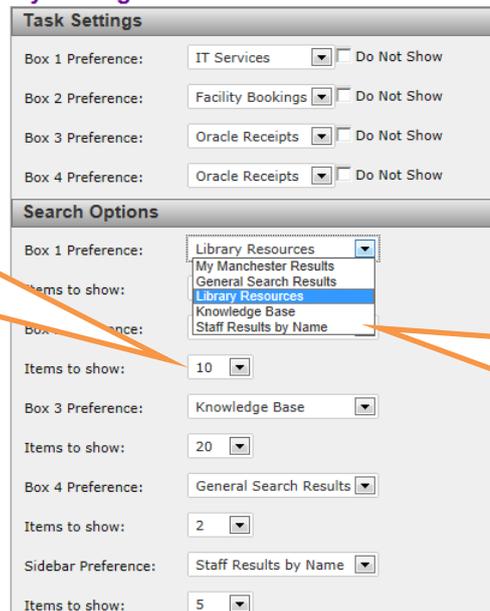
The Items to show drop down allows you to choose how many search results are displayed

The Preference drop down allows you to choose the order in which your results are displayed based upon their source

Searching for People

My Manchester also allows you to search for people by using the Search Box.

This will return Staff Results by Name, with a summary of the details from the Staff Directory.

There is also an option to use an advanced search functionality, which will return the following screen:

Choosing this option will allow you to search by the person's role

Choosing this drop down allows you to search by Faculty

Search Staff

Staff Search

Faculty:	All
	All
	Faculty of Engineering and Physical Sciences
Position:	Faculty of Humanities
	Faculty of Life Sciences
	Faculty of Medical and Human Sciences
Any Name:	Manchester Doctoral College
	Other University Activities
Surname Only:	Professional Support Services

Q R S T U V W X Y Z All Staff

Showing results 1 to 10 of 3217

Choosing this option will allow you to use any part of the person's name

Choosing this option will return all surnames beginning with an S

Choosing this option will allow you to search by surname only