

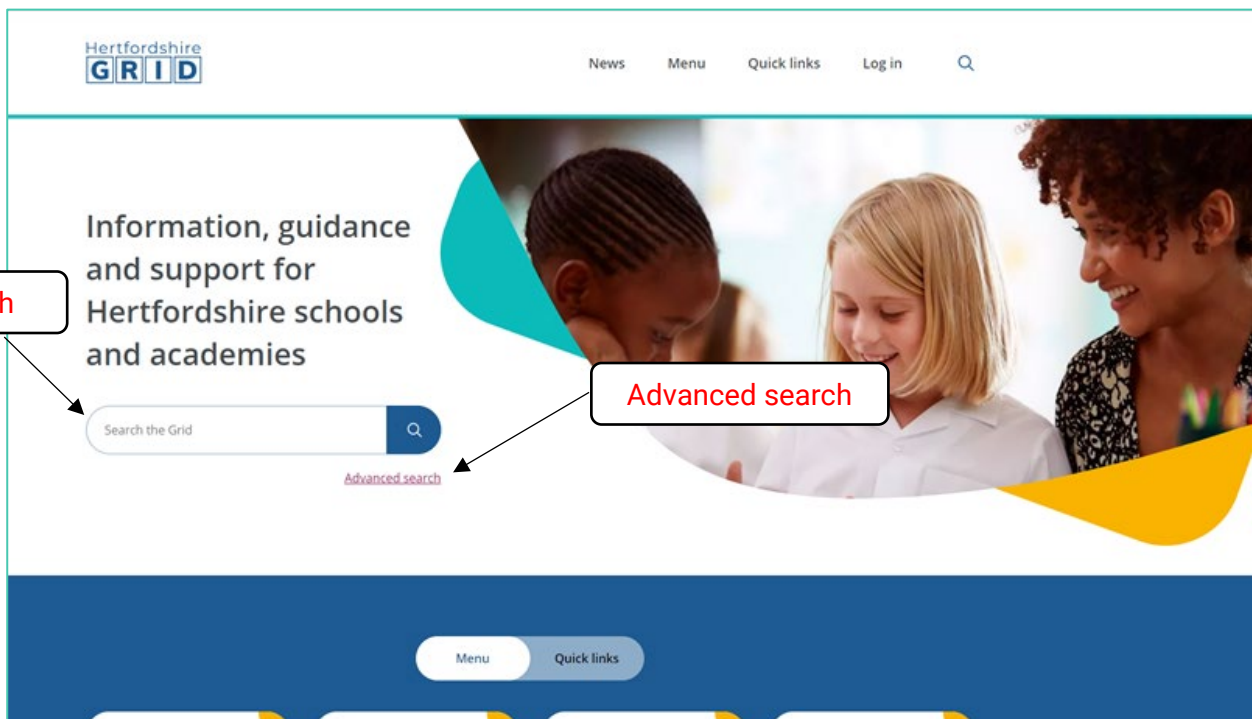
## User Guide 2 – Search

### Introduction

The aim of this guide is show you the different options available to help you refine your search and get the best results out of searching the Grid website.

### Search on the home page

Enter keywords to search the Grid in the search box on the home page or select the advanced search option.



### Search from any page

The header on each page on the website contains an icon for search so you can get to it from any page.



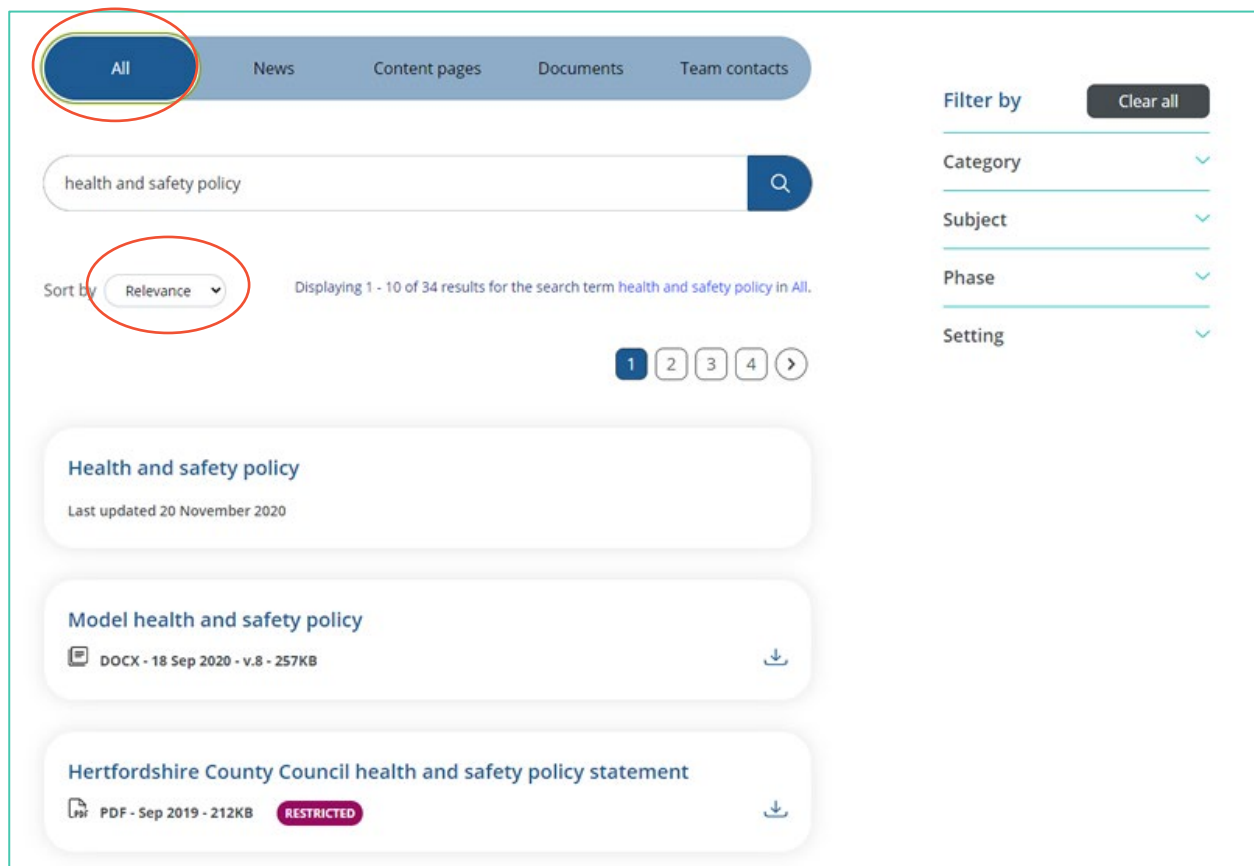
The link in the header opens a blue search box where you have the option to search by keywords or use the advanced search option.



## Searching by keywords

Searching by keywords e.g. health and safety, will bring up any search results under **ALL** and is **sorted by relevance** as highlighted in red below.

The search will bring up any results where 'health' and 'safety' **appears in the title** first, before bringing up results where the terms 'health' and 'safety' appear either in the page content or in keywords assigned to a page or document.



Results under the **ALL** tab include any content pages or documents (public or restricted) in one listing e.g.

health and safety policy

Sort by **Relevance** Displaying 1 - 10 of 34 results for the search term **health and safety policy** in **All**.

1 2 3 4 >

**Health and safety policy**  
Last updated 20 November 2020

**Model health and safety policy**  
DOCX - 18 Sep 2020 - v.8 - 257KB

**Hertfordshire County Council health and safety policy statement**  
PDF - Sep 2019 - 212KB **RESTRICTED**

**HCC Legionella policy**  
PDF - Feb 2019 - 163KB **RESTRICTED**

Category  
Subject  
Phase  
Setting

Content page

Word document - public

PDF document - restricted to Hertfordshire schools and academies only

If you want to view only **news** on health and safety then select the 'news' tab on the blue bar.

All **News** Content pages Documents Team contacts

health and safety policy

Sort by **Relevance** Displaying 1 - 1 of 1 results for the search term **health and safety policy** in **News**.

**Online safety newsletters - Autumn 2020**

The HfL autumn online safety newsletters for school staff and the parents and carers edition both feature a range of guidance, news, links and updates about online safety for all phases, with particular reference to the current situation, recent developments and concerns. Please share them with your personal and professional networks as well as your school's parent body and staff where relevant.

Last updated 19 August 2020

Filter by **Clear all**

Category  
Subject  
Phase  
Setting

If you want to view only **content pages** on health and safety then select the 'content pages' tab on the blue bar.

The screenshot shows a search interface with a blue navigation bar at the top containing tabs for 'All', 'News', 'Content pages', 'Documents', and 'Team contacts'. The 'Content pages' tab is highlighted with a red circle. Below the navigation bar is a search input field containing the text 'health and safety policy' and a search icon. To the right of the search bar is a 'Filter by' section with a 'Clear all' button and several filter options: 'Category', 'Subject', 'Phase', and 'Setting', each with a downward arrow. Below the search bar, there is a 'Sort by' dropdown set to 'Relevance' and a status message: 'Displaying 1 - 10 of 26 results for the search term health and safety policy in Content pages.' Below this is a pagination control showing '1', '2', '3', and a right arrow. The main content area displays three search results:

- Health and safety policy**  
Last updated 20 November 2020
- Legionella**  
**RESTRICTED**  
Last updated 09 December 2020
- Health and safety: curriculum related areas**  
**RESTRICTED**  
Last updated 09 December 2020

If you only want to view documents then select the 'documents' tab on the blue bar.

The screenshot shows the same search interface as above, but with the 'Documents' tab selected and highlighted with a red circle. The search input field still contains 'health and safety policy'. The 'Filter by' section now includes an additional filter option, 'Content Type', with a downward arrow. The status message reads: 'Displaying 1 - 7 of 7 results for the search term health and safety policy in Documents.' The main content area displays two search results:

- Model health and safety policy**  
DOCX - 18 Sep 2020 - v.8 - 257KB [download icon]
- Hertfordshire County Council health and safety policy statement**  
PDF - Sep 2019 - 212KB **RESTRICTED** [download icon]

## Finding the newest content

To find the newest content e.g. for 'health and safety' - select sort by 'Newest' from the drop down box under the blue bar.

'Newest' is **published or last updated on the website**. It brings up results based on finding the search terms in either the title, content or keywords so it will bring up a broader range of results.

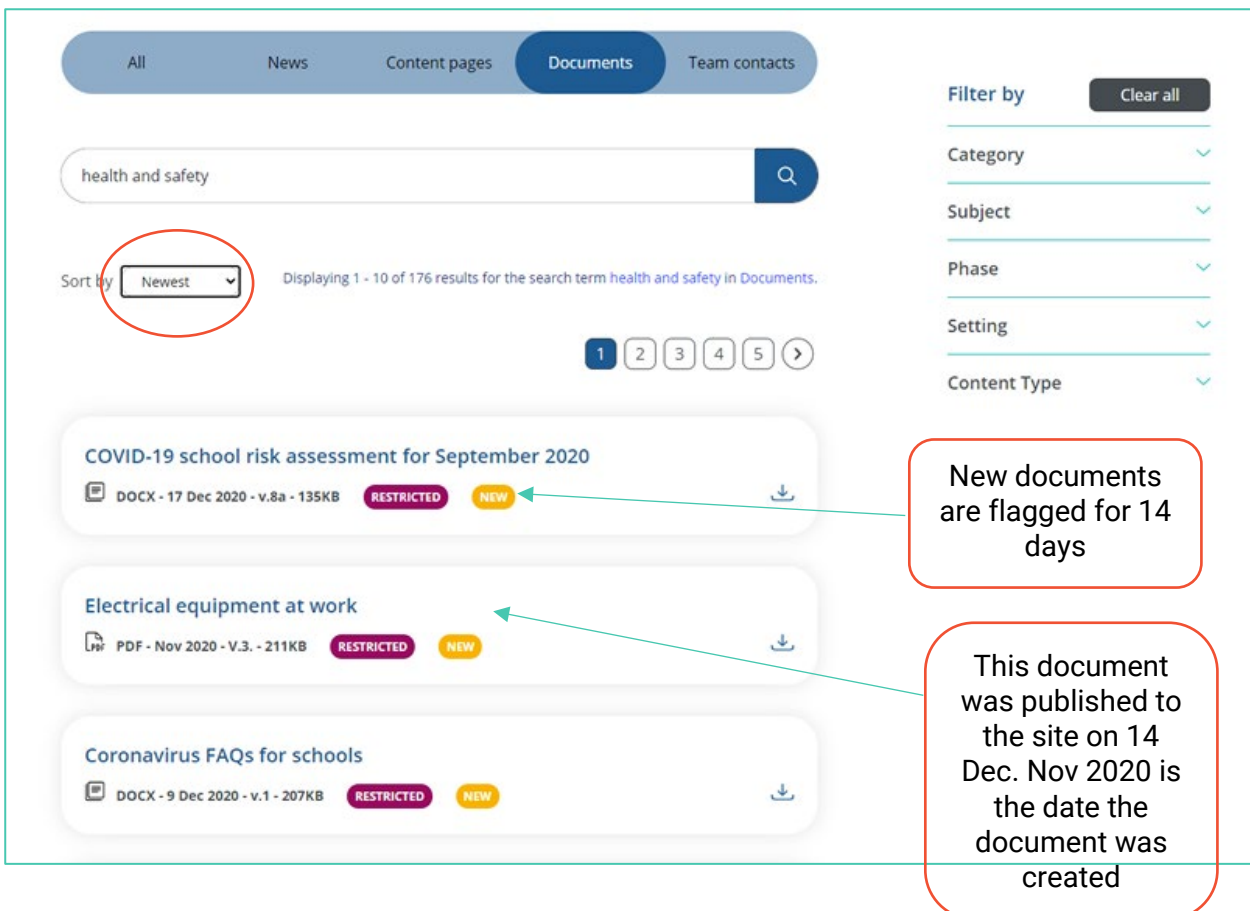
We recommend that you use the **'Content pages' or 'Documents' tabs** to narrow your search.



## Finding the latest documents added to the site

Click on the Documents tab and sort by newest published again.

**TOP TIP** - You will need to re-select 'newest' each time you move to a different tab



Any documents which are published and later updated are flagged as updated for 14 days.

Covid-19 supplementary hire conditions of hire and considerations for schools

DOCX - 15 Dec 2020 - v.4. - 54KB **RESTRICTED** **UPDATED** [Download](#)

## Filtering document search results by content type

Document results can be further filtered by content type e.g. model policy or form (or by category, subject or phase).

You can select more than one filter at a time or use 'Clear all' to remove the filters and search terms to start again.

**TOP TIP** - Remember to select sort by 'Newest' to get the most recently added/updated documents.

The screenshot shows a search interface with a search bar containing 'health and safety'. Below the search bar, there are tabs for 'All', 'News', 'Content pages', 'Documents', and 'Team contacts'. A filter 'Risk assessment' is applied and circled in red. The 'Sort by' dropdown is set to 'Newest'. The search results show three documents: 'COVID-19 school risk assessment for September 2020', 'School fire risk assessment', and 'Pregnancy risk assessment'. On the right side, there is a 'Filter by' section with a 'Clear all' button circled in red. Below it, there is a 'Content Type' section with checkboxes for 'Form', 'Guidance', 'Model policy', 'Policy', 'Risk assessment' (checked), and 'Template'. The 'Risk assessment' checkbox is also circled in red.

**TOP TIP** – At any time you can clear the filters and results and start again by using the Clear all.

Clear all

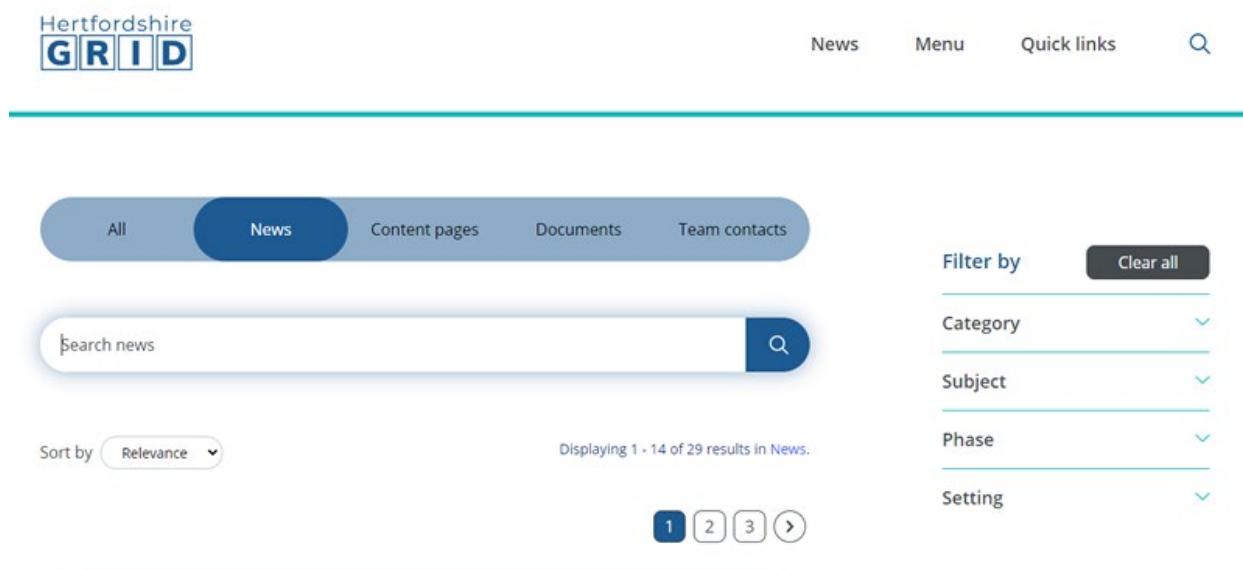
## Advanced search

The advanced search link takes you to the search results page **with a blank search box** and **default set as 'All'** with a list of content most recently added to the site.

**TOP TIP:** Find the advanced search link next to the search box on the home page or select the search icon at the top of any page to open up the blue search box.



By selecting the advanced search option you can search by keyword as already outlined **OR** you can use the tabs on the blue bar and the filters on the right hand side of the page to search.



## Using the tabs and filters - examples

1. Select the All tab and then under 'filter by' select the 'Category' as 'Safeguarding and Child Protection'. Sort by 'Newest' to see the latest child protection content published to the site.

If you just want to view only the most recently added documents for child protection then select the Documents tab and **don't forget to select sort by 'Newest' again.**

2. Select the All tab and then under 'filter by' select 'Subject' and science to see all the content on science.

3. Select the 'News' tab and the 'filter by' select the 'Category' as 'Assessment' to view the latest assessment news. Further refine this by selecting the 'filter by' for 'Phase' and 'Primary' to show just primary assessment news.

## Team contacts

On the search results page there is an additional tab for 'Team contacts' which is a searchable A-Z list of team contacts.

Please note, the list only contains contacts for HfL or HCC teams, or other organisations who provide information for the Grid website. It is not intended to be all contacts that schools might need or a replacement for the HCC phonebook.

The screenshot displays the 'Team contacts' search results page. At the top, there is a navigation bar with tabs for 'All', 'News', 'Content pages', 'Documents', and 'Team contacts'. The 'Team contacts' tab is highlighted with a red circle. Below the navigation bar is a search bar labeled 'Search contacts' with a magnifying glass icon. To the left of the search bar is a 'Sort by' dropdown menu set to 'Relevance'. To the right of the search bar is a 'Filter by' sidebar with a 'Clear all' button and dropdown menus for 'Category', 'Subject', 'Phase', and 'Setting'. Below the search bar, it says 'Displaying 1 - 10 of 78 results in Team contacts.' and there are pagination buttons for 1, 2, 3, 4, 5, and a right arrow. The list of team contacts includes 'Access to Education Team for Travellers and Refugees', 'Active and Safer Travel team', and 'Building Management team'.

## I can't find the information I am looking for?

No search engine (even Google!) is perfect. Search results can only show content available on the site. If you can't find what you are looking for then the following may help you:

- Rather than search try using the menu on the home page to navigate to content in a section.
- If you can't find what you are looking for it might be because the information no longer exists on the new website. Use the team contact details on the pages to contact the team responsible for that content.
- Alternatively you can search the 'Team contacts' under the 'Advanced Search'.
- Use the [contact us form](#) on the website and we will try to help you or provide a contact for you to follow up.



## Help

If you experience any problems using the website please refer to the [help and FAQs on the website](#).

You can find the help section in the footer at the bottom of every page.

If you need further help please use the [contact us form](#) at the bottom of every page or use the online chat to talk to us or message us.

Digital Team  
Herts for Learning  
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