

Using Enhanced Search in OneStop (Elasticsearch)

Intended User: OneStop users

Overview

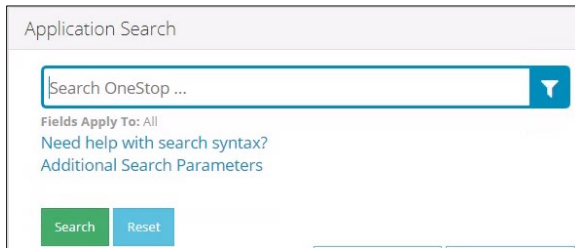
This quick reference guide (QRG) describes how to use the enhanced search feature in OneStop called Elasticsearch.

Using Elasticsearch

1. Log in to OneStop. The OneStop landing page opens.
2. Click **Search** located at the top right of the screen. The Search page opens.

[Bulk Upload](#) | [Map](#) | [Reports](#) | [Search](#)

3. Enter search criteria in the Application Search field. Click **Search**.




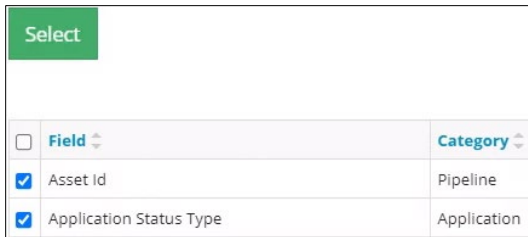
Application Search

Search OneStop ...

Fields Apply To: All
Need help with search syntax?
Additional Search Parameters

Search Reset

- a) To narrow search results, click **Filter** button. 
- b) The Application Search Fields window opens. Check the box(es) beside the appropriate filter(s).
- c) Click **Select**.

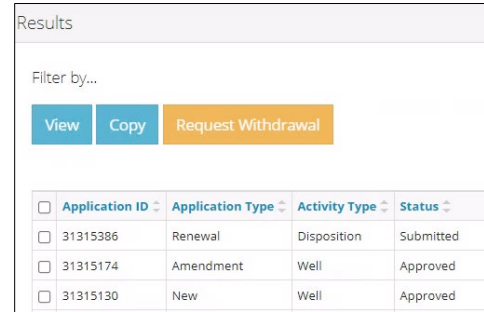


Select

<input type="checkbox"/>	Field	Category
<input checked="" type="checkbox"/>	Asset Id	Pipeline
<input checked="" type="checkbox"/>	Application Status Type	Application

- d) The window closes and displays the main search page. Click **Search**. Results are displayed.

Search



Results

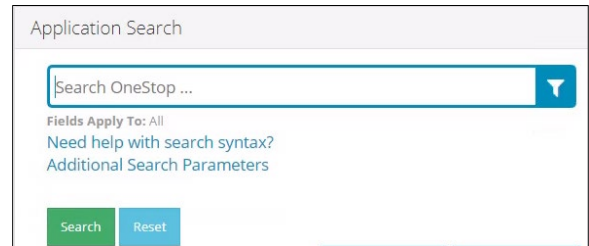
Filter by...

View Copy Request Withdrawal

<input type="checkbox"/>	Application ID	Application Type	Activity Type	Status
<input type="checkbox"/>	31315386	Renewal	Disposition	Submitted
<input type="checkbox"/>	31315174	Amendment	Well	Approved
<input type="checkbox"/>	31315130	New	Well	Approved

Using Additional Search Parameters

1. Enter search criteria in the Application Search field.



Application Search

Search OneStop ...

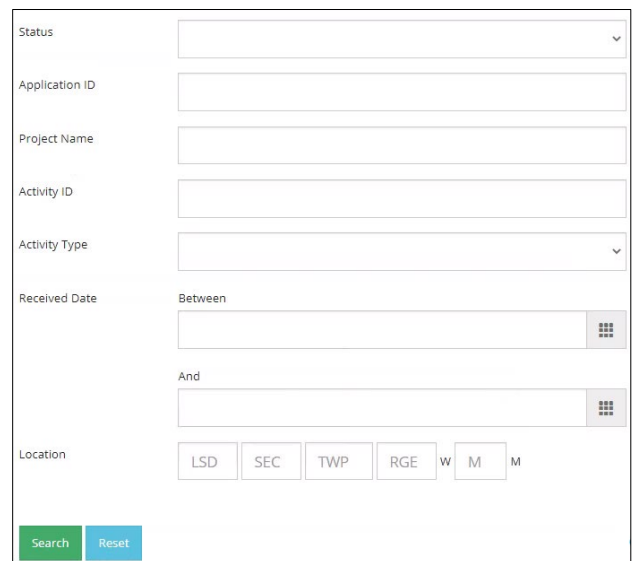
Fields Apply To: All
Need help with search syntax?
Additional Search Parameters

Search Reset

2. Click **Additional Search Parameters**.

[Additional Search Parameters](#)

3. The form expands displaying additional fields. Complete as much of the form as possible to for narrower results.



Status

Application ID

Project Name

Activity ID

Activity Type

Received Date

Between

And

Location

LSD SEC TWP RGE W M M

Search Reset

4. Click **Search**. Results are displayed in the Results section.

Search

Results

Filter by...

[View](#) [Copy](#) [Request Withdrawal](#)

<input type="checkbox"/>	Application ID ↕	Application Type ↕	Activity Type ↕
<input type="checkbox"/>	31120162	New	Disposition
<input type="checkbox"/>	30612809	New	Water Approvals
<input type="checkbox"/>	30765894	New	Water Approvals
<input type="checkbox"/>	30714443	New	Water Approvals