Using Enhanced Search in OneStop (Elasticsearch)

Intended User: OneStop users

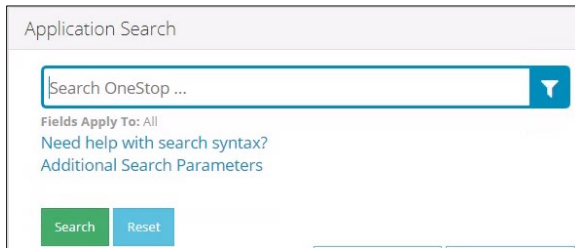**Alberta Energy Regulator**

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.

3. Enter search criteria in the Application Search field. Click **Search**.
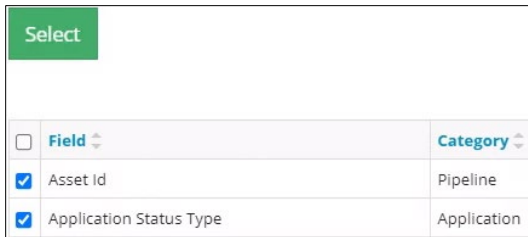
a) To narrow search results, click **Filter** button.

b) The Application Search Fields window opens. Check the box(es) beside the appropriate filter(s).
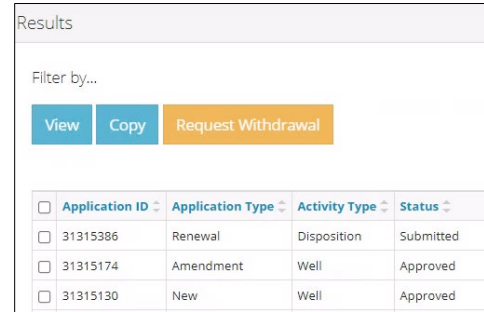
c) Click **Select**.

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

Using Additional Search Parameters

1. Enter search criteria in the Application Search field.
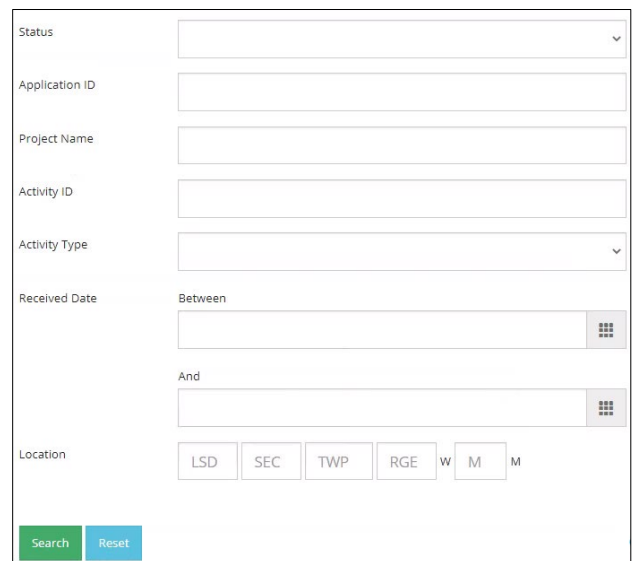
2. Click **Additional Search Parameters**.

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

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

Results

Filter by...

[View] [Copy] [Request Withdrawal]

	Application ID ⇕	Application Type ⇕	Activity Type ⇕
☐	31120162	New	Disposition
☐	30612809	New	Water Approvals
☐	30765894	New	Water Approvals
☐	30714443	New	Water Approvals