

## How to Search in SIRI Selections Area

In the Selections area on any SIRI dashboard, click the arrows for search options.

### 1. Select a SIRI Dashboard

- Log into SIRI.
- At the top, click *Dashboards*, then click on the dashboard you want to view (Figure 1).

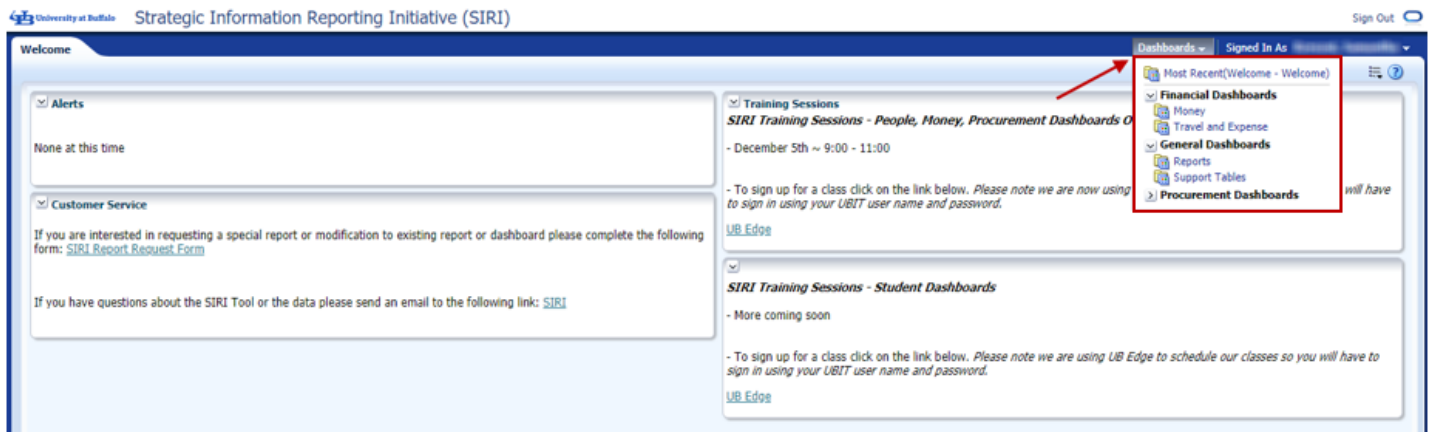


Figure 1

### 2. Search in Selections Area

- At the top of the dashboard in the *Selections* area, click the arrows to see the search options (Figure 2).

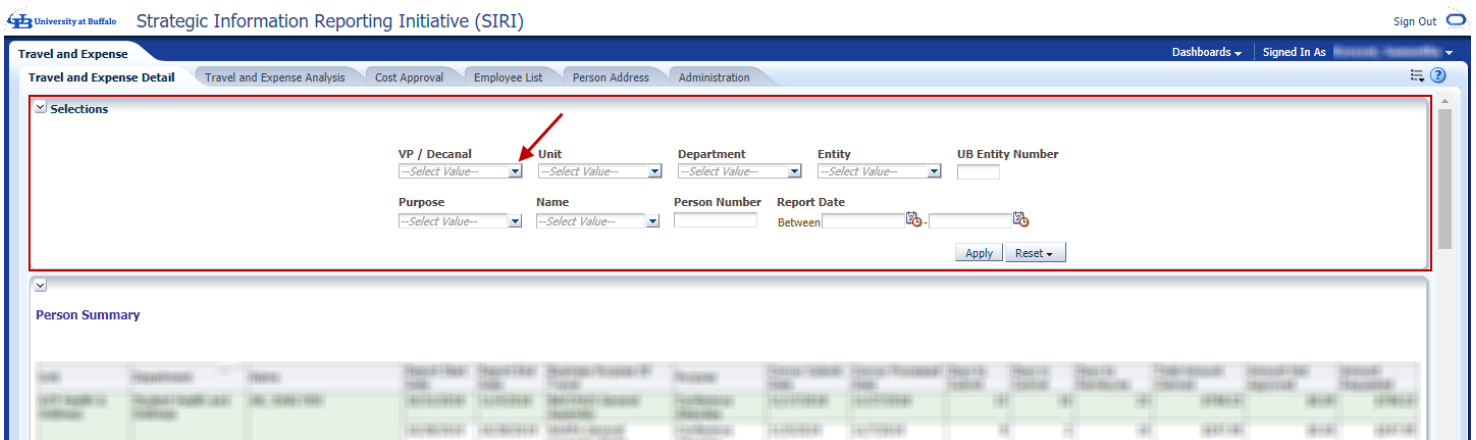


Figure 2

For help using SIRI, email [siri@business.buffalo.edu](mailto:siri@business.buffalo.edu)

- Uncheck the *All Column Values* box, then click *More/Search* (Figure 3).

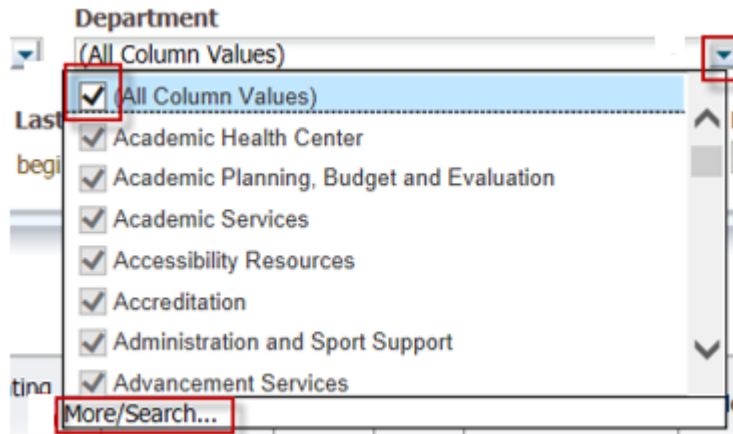


Figure 3

- On the *Select Values* window, enter your search criteria (Figure 4):
  - Use the *Name* dropdown menu to set the search to *Starts*, *Contains*, *Ends*, or *is Like (pattern match)*.
  - Enter your search in the text field.
  - Uncheck the box *Match Case*.
  - Click *Search*.

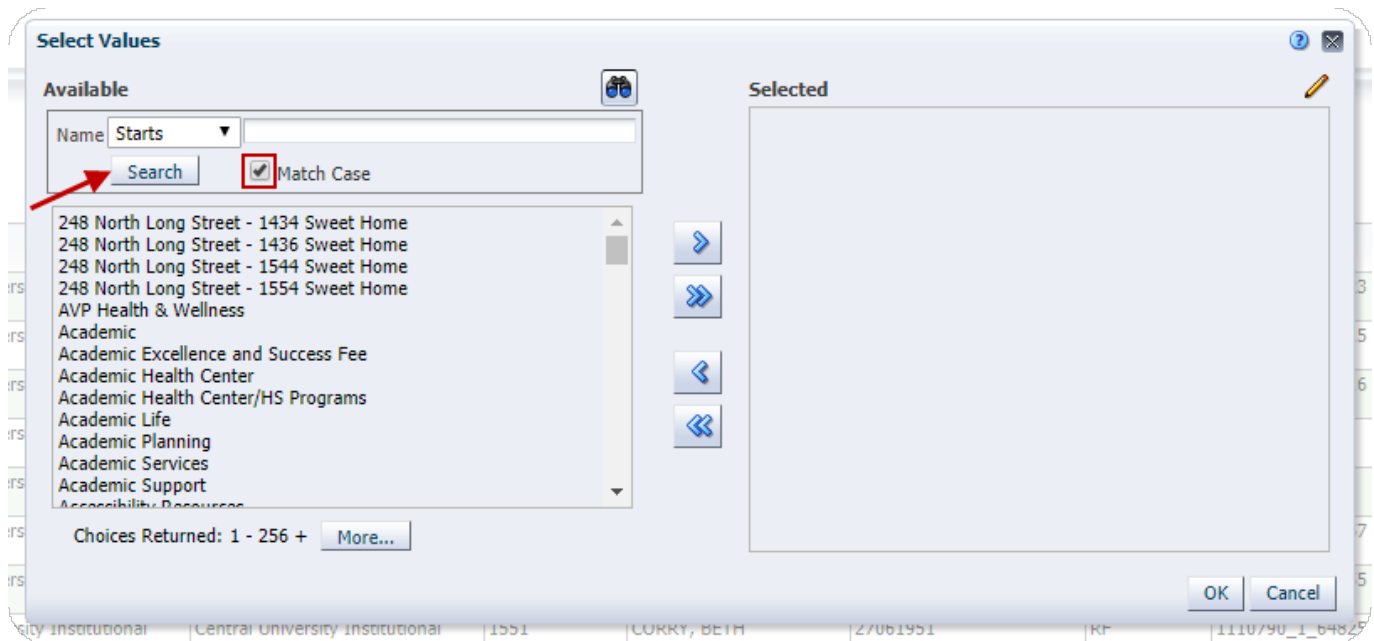


Figure 4

- Click on a search result to select it, then click the *Move* arrow to move it over to *Selected* (Figure 5).
  - You can select and move a single result or multiple results.
  - When finished, click *OK*.

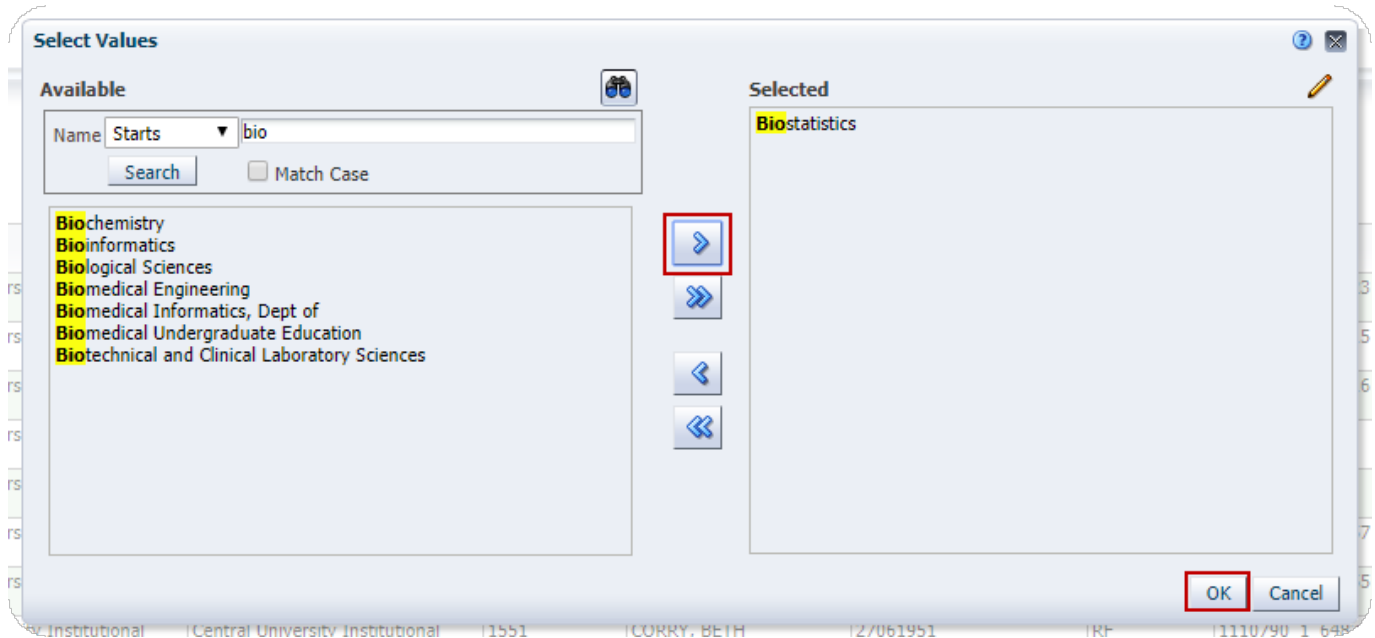


Figure 5

- At the top of the dashboard in the *Selections* area, click *Apply* to view the search results (Figure 6).

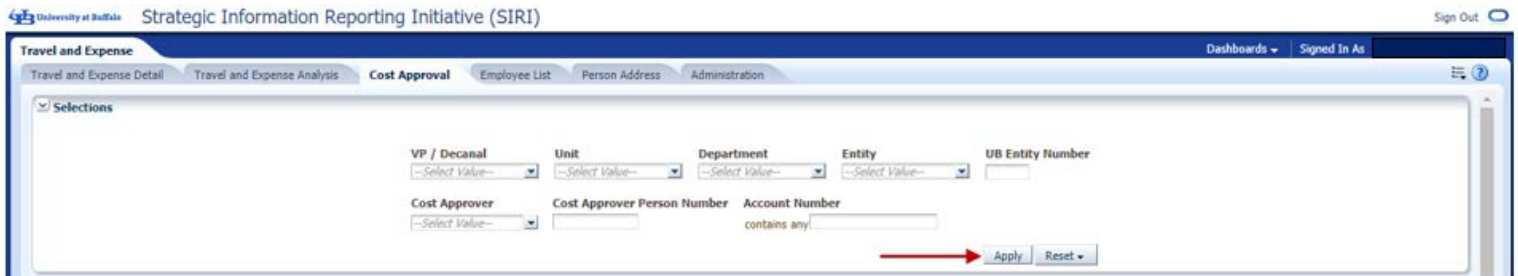


Figure 6