The Search tool within Research in View allows for the public (any person with internet access) as well as Research in View users from the Ohio State University to obtain information from all users profiles through searching by user name, entry title, or keyword.

**Preparing your Research in View profile to be ‘searchable’:**
The public/private setting for each item within Research in View profiles will determine what information will and will not display within these search results. It is each user’s responsibility to make sure that their profile is setup correctly when considering which entries are listed as public and which entries are listed as private. Please see the following instructions on how to make entries public or private.

When adding any type of entry to a Research in View profile, the final field on the entry page is the Privacy field. This field will determine whether this particular entry should be Public (viewable on search results) or Private (hidden from search results). The default is Public, so if no option is selected, the system will make the entry Public automatically.

![ADD AWARD / HONOR Form](image-url)
After an entry has been entered, if a user would like to change the public/private distinction within Research in View profiles, the user will need to use the lock icon next to each entry. Any entry that does not have a lock icon is always set to private and cannot be made public. If the lock icon is orange and unlocked, this entry is Public and will display on search results. If the icon is red and locked, this entry is Private and will be hidden from search results. Below, you will see an example of a Public and a Private entry within a profile.

To change an entry from public to private or vice versa, simply select the lock icon and it will change the status of public/private for the entry. Currently, this setting must be changed on an individual entry basis, there is no bulk public/private editing capability.

Please note that within the Preferred Personal Information section, there are additional options of making the email addresses public/private, street address public/private, and phone/fax numbers public/private.

Adding a Profile Photo to a Research in View profile can be done by selecting the orange camera icon at the top of the profile. After selecting a photo from the computer and uploading it into Research in View, the user will then have the option to make this photo public or private.

When a user who is logged into their profile does a search of their own profile, all entries (public and private) will display in the results. If a user would like to see how his/her profile looks to the public, they will need to log out of Research in View, and then do a search for their profile.
Using the Search tool:
To use the search tool, users will simply select the SEARCH tab at the top of their Research in View profile. Once the Search form displays, users will type in the terms they are searching for and select the orange Search button.

Once the search has completed, a list of all Research in View profiles containing information about the term that was searched for will be listed. Users can select the profile they would like to view by selecting the name or picture of the user.
After accessing an individual’s profile, the user can now see all of the entries that are marked Public by this user. Please notice the familiar navigation panel on the left hand side of the public profile which allows the user to move through the different categories of Research in View.