

# How to Search all of Elements

Go to the [Elements Search](#) page

For a simple search, just enter your text in the search bar and click the search button

For an advanced search, click the Advanced option to be taken to the search filters.

The screenshot shows the 'System Search' interface. At the top, there is a search bar with a red box around it containing the text 'Enter your search term here' and a red arrow pointing to the input field. Below the search bar, there are sections for 'Search criteria', 'Date from', 'Date to', 'Search', 'Verification status', and 'Return'. The 'Search' section has several checked checkboxes: 'Scholarly & creative works', 'Sponsored projects', 'Professional activities', 'Organisational structures', 'Projects', 'Pieces of equipment', 'Instruction', and 'Journals'. The 'Return' section has two radio buttons: 'The items above' (selected) and 'The users related to the items above'. Below the 'Return' section, there is a text input field for 'Name (surname first):' with the value 'hinkle, n'. A dropdown menu below it shows 'HINKLE, Nancy C (College of Agricultural and Environme...' with a green plus sign to its right. A red box with the text 'To filter by a specific user, type their name here to search the user list. Then click the green plus sign to select them.' has a red arrow pointing to the plus sign. Below this, there is a section for 'Users' with a red 'x' icon and the text 'HINKLE, Nancy C (College of Agricultural and Environmental Sciences)'. A green box with the text 'Once selected, their name should appear here.' has a green arrow pointing to the 'Users' section. At the bottom right, there is a 'Search' button with a red box around it containing the text 'Then click the Search button' and a red arrow pointing to the button. There is also a 'Reset' button next to it.