

Subject searching on AIMS

Simple Searches

Simple subject searches can be performed using the **Tag Cloud** and **Top Terms** options from the **Index Terms** menu on the left of the screen.



The **Tag Cloud** is a visual display of the most used terms, giving an immediate view of current issues in the Assembly. Clicking on any of these terms will bring up a list of Assembly Questions and Plenary Business on that subject.



The **Top Terms** option is a list of the 10 most used terms in a given period of time. The time period can be selected by clicking on the drop down arrow and selecting a session or by choosing the **Tabled Between** option which allows you to enter your own dates.

Top Index Terms

All Business Tabled Between 06/03/2012 and 02/11/2012

Period: and

1	Schools (450)
2	Personnel (402)
3	Government departments (325)
4	North Down (290)
5	Contracts (267)
6	Training (264)
7	Government assistance (225)
8	Civil service (224)
8	Social rented housing (224)
10	Planning permission (220)

However both these options offer limited searching only, so for more advanced and accurate searching we recommend you use the [Index Terms Search](#).

Index Terms Search

- Select **Index Terms Search** from left hand menu
- Select name of MLA if required by selecting from the drop down list by clicking the arrow on the right of the box

Tabled By:  Show former Members

- Select **Session, Mandate** or use the drop down arrow on the right to select the **Tabled Between** option which will allow you to enter your own date period:

Period: Session Mandate  and

- Select index term in one of 2 ways:

Use the drop down arrow on the right of the box to browse the alphabetical list of subject terms used.

OR

Use the search function to find a subject term by clicking on , which will bring you to this screen:

Index Terms Search

Search Criteria:

You can now enter a subject into the **Search Criteria** box and click **Search**. This will bring up the term or a selection of terms which can then be selected by clicking on the **Select Index Term** button eg:

Index Terms Search

Search Criteria

Children
Children in care
Children's play
Children's rights
Gifted children
Northern Ireland Commissioner for Children and Young People
Offences against children
Royal Belfast Hospital for Sick Children
Runaway children

If no terms are returned, try again using a different term or check your spelling.

If you have entered a term that is not used but where an alternative term has been used, the alternative will be returned with an * and an indication that it is our preferred term for that subject eg:

Index Terms Search

Search Criteria

This can be selected as search term by clicking the **Select Index Term** button.

- You may combine up to 3 search terms by checking the box on the left of the search box. You should then select **AND/OR** to combine terms

Eg:

Indexed term(s)	<input type="text" value="Hospitals"/>	<input type="button" value="Select Index Term"/>	
<input checked="" type="checkbox"/>	<input type="text" value="OR"/>	<input type="text" value="Care homes"/>	<input type="button" value="Select Index Term"/>
<input checked="" type="checkbox"/>	<input type="text" value="AND"/>	<input type="text" value="Infectious diseases"/>	<input type="button" value="Select Index Term"/>

- You may add a free text search to the **Index Terms Search** if you wish. This is particularly useful when searching for names of individuals, names of particular organisations, roads, schemes or place names. Eg:

}

Select index terms

Indexed term(s)	<input type="text" value="Hospitals"/>	<input type="button" value="Select Index Term"/>	
<input checked="" type="checkbox"/>	<input type="text" value="OR"/>	<input type="text" value="Care homes"/>	<input type="button" value="Select Index Term"/>
<input checked="" type="checkbox"/>	<input type="text" value="AND"/>	<input type="text" value="Infectious diseases"/>	<input type="button" value="Select Index Term"/>

Include a free text search

Keyword/Phrase

- Results: Your search results can be filtered by clicking on the tabs at the top of the results to select **Plenary Business** or **Assembly Questions**. On the **Assembly Questions** tab, results can be filtered by selecting the name of the responding minister

Your search for the Index Terms 'Hospitals', 'Care homes' and 'Infectious diseases' returned 19 records

Plenary Business **Assembly Questions**

Use the dropdown to filter questions answered by each Minister

All Questions

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- Your results can be printed or saved as a Word document by clicking on the icons

