

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

Older people (* PREFERRED TERM)

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

