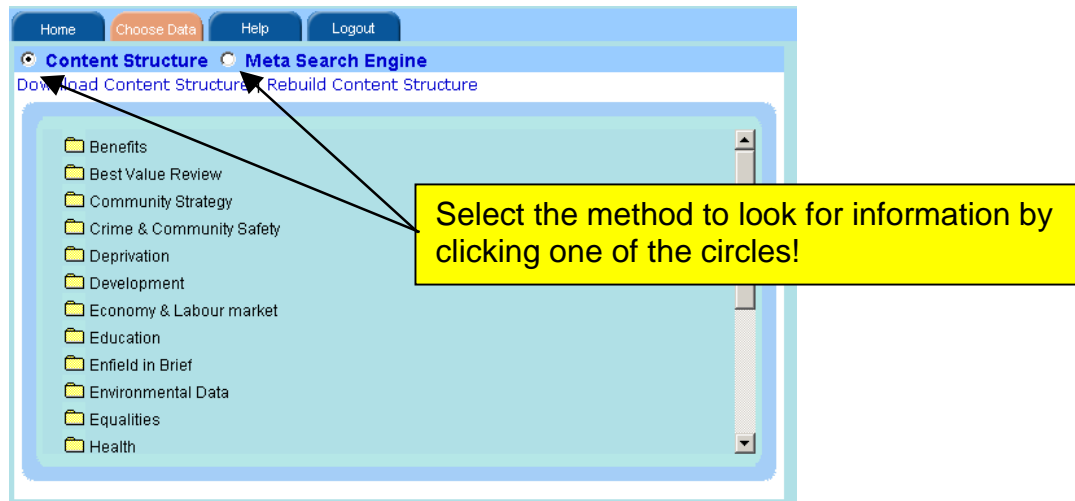


Finding Information

There are **two ways** to find information in the Observatory.



1) Content Structure

This is like Windows Explorer, where named folders are opened to reveal subfolders, documents and datasets.

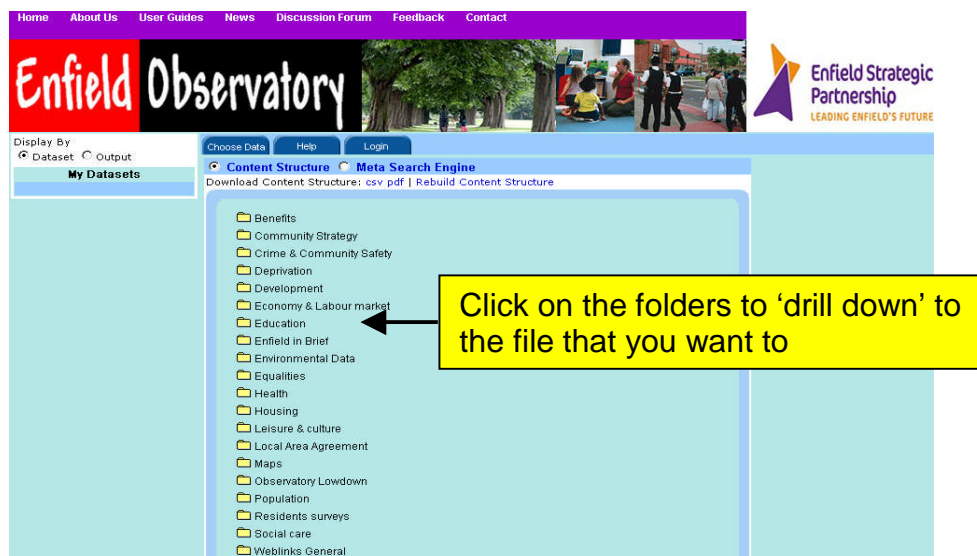
2) Meta Search Engine

This is a search engine, similar to 'Google' where keywords can be searched to find relevant documents and datasets.

1. Content Structure

If you are familiar with Windows Explorer, then you will find that this works through exactly the same method of navigation.


Data on the Observatory has been placed into a number of major categories. By clicking on the yellow folder next to the category name, a list of subfolders will display. After clicking a subfolder, the contents of that folder will be displayed.



Be aware that you may need to use the scroll bars to navigate the whole content structure (See below)



The screenshot shows the Enfield Observatory website interface. At the top, there is a navigation menu with links: Home, About Us, User Guides, News, Discussion Forum, Feedback, and Contact. Below this is the Enfield Observatory logo and the Enfield Strategic Partnership logo with the tagline "LEADING ENFIELD'S FUTURE". The main content area is titled "Content Structure" and "Meta Search Engine". There are links for "Download Content Structure: csv pdf" and "Rebuild Content Structure". A tree view shows a hierarchy of folders: Benefits, Community Strategy, Crime & Community Safety, Deprivation, Eastern and Southern Study, General, and Indices of deprivation. Under "Indices of deprivation", several datasets are listed, each with a description and links for "Xref", "Add", "Meta Data", and "Cross References". Annotations include: "Folder" pointing to the "Deprivation" folder icon, "Sub-folder" pointing to the "Indices of deprivation" folder icon, "Contents of folder" pointing to the list of datasets under "Indices of deprivation", and "Scroll Bars" pointing to the vertical scrollbar on the right side of the content area. A yellow callout box on the right contains the text: "To close all folders i.e. to go back to only the main category folders, click 'rebuild content structure!'".

To close a folder, and therefore hide its contents, simply click on the open folder,  and it will close.

2. Meta Search Engine

The meta search engine allows you to use key words, or other criteria to search by, the same as you would use in any familiar search engine such as 'Google'. You will then see search results for any content that matches with your entries.

The meta search engine is a text-based search, which allows you to search for content by one or more search fields in the metadata. Please see image below.

- **Title** (enter a word within the title)
- **Author** (available choices are given in the drop-down menu)
- **Category** (available choices are given in the drop-down menu)
- **Keywords** (enter a word or words related to the topic you are interested in)
- **After Date** (enable the user to find content up to an end date, after the date entered in this box, e.g. entering 30/03/2005 will find specific data sets that have an end date of 31/03/2005)

Content Structure Meta Search Engine

Use the structure below to search for relevant data e.g. wards census unemployment

| | | |
|------------------|--|-------|
| Title | <input type="text"/> | Clear |
| Author | <input type="text" value="Choose an Author value"/> | |
| Category | <input type="text" value="Choose a Subject Category value"/> | |
| Keywords | <input type="text"/> | |
| After Date | <input type="text"/> (dd/mm/yyyy) | |
| Spatial Coverage | <input type="text" value="Choose a Spatial Coverage value"/> | |


*NB: Use '+' to force a match in Title and Keywords fields above.
e.g. +ward to retrieve only those items where ward appears in chosen field*

Use the Clear button to delete your previously selected search criteria

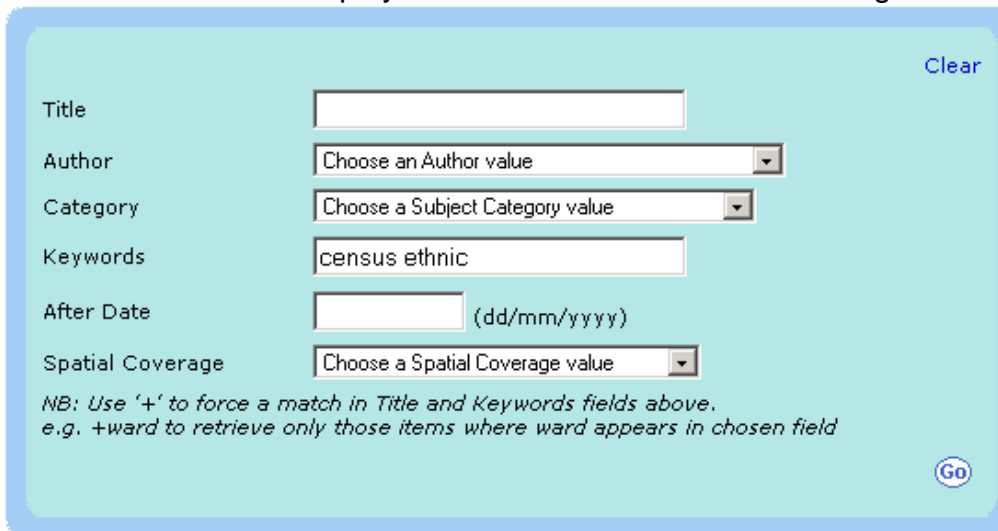
- **Spatial Coverage** (available choices are given in the drop-down menu)

To refine your search, when using the Keywords and Title fields, put a '+' in front of each word. This will force the search to find only items including all criteria specified. Without the '+', items that include any of the criteria.

Here is an example: If you are looking for census information on specific ethnic groups, and you type **ethnic census** in the keywords field, you will get all datasets and documents with **either** of these words. However if you were to type **+ethnic +census** only the datasets and documents that contain **both** of these words.

After composing your search criteria press 

The search results will display in a list below the metasearch engine.



Clear

Title

Author


Category

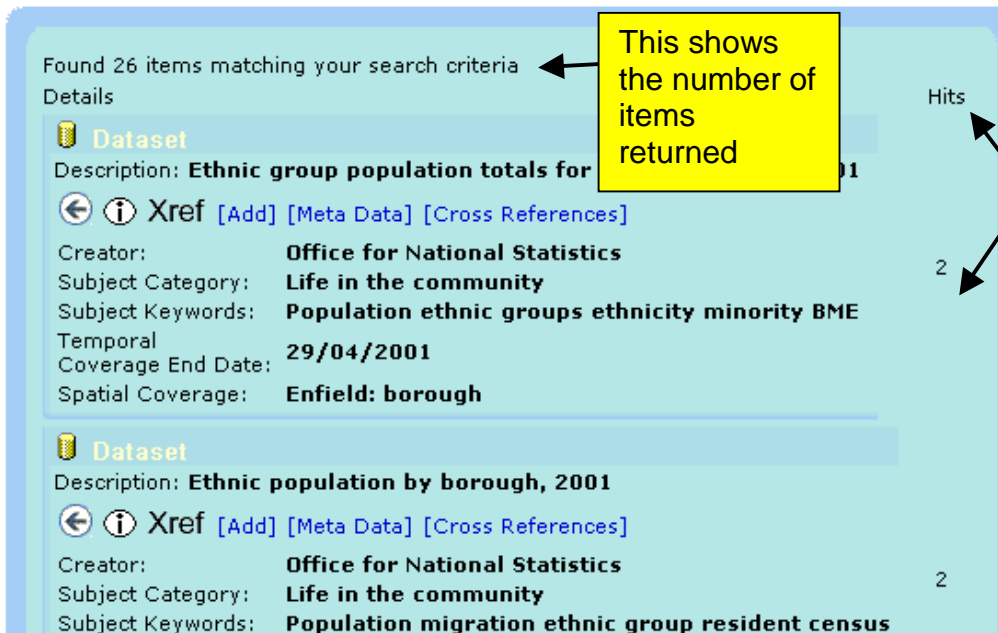
Keywords

After Date (dd/mm/yyyy)

Spatial Coverage


NB: Use '+' to force a match in Title and Keywords fields above.
e.g. +ward to retrieve only those items where ward appears in chosen field







Found 26 items matching your search criteria

Details

 **Dataset**

Description: **Ethnic group population totals for** 1

  **Xref** [\[Add\]](#) [\[Meta Data\]](#) [\[Cross References\]](#)


Creator: **Office for National Statistics**

Subject Category: **Life in the community**



Subject Keywords: **Population ethnic groups ethnicity minority BME**

Temporal Coverage End Date: **29/04/2001**

Spatial Coverage: **Enfield: borough**

 **Dataset**

Description: **Ethnic population by borough, 2001** 2

  **Xref** [\[Add\]](#) [\[Meta Data\]](#) [\[Cross References\]](#)

Creator: **Office for National Statistics**

Subject Category: **Life in the community**

Subject Keywords: **Population migration ethnic group resident census**

Hits indicate the number of times your criteria(s) occurred in each item. It therefore is an indication of the relevance of each item.

To view a **dataset** you need to add it to 'My Datasets'. This can be done by clicking on 'add' or the arrow symbol. **Documents** have a link to open the associated document - simply click on the [Download](#).

[To view the full Statistics Portal User Guide click here!](#)