

New Features Update

For Administrators

25 June 2002

We have expanded the custom download function, an enhancement that may be of particular interest to administrative users. Details of the new functionality are provided below.

Multiple Form Capability in Custom Download

Users with download permissions can now include multiple custom forms in download templates.

To include multiple forms in a custom download: From the bottom of any search page, click on the Manage Downloads link (see Figure 1). In the Manage Downloads list window, click the Edit hyperlink for the template you wish to modify. Alternately, if you are creating a new download template, click on the Add hyperlink to the left of "Create New Custom Download" in this window. In the first step, select the checkboxes for the standard database fields you wish to include in the template and then click Save Changes (see Figure 2). The system will then prompt you as to whether you wish to include information from custom forms in your download template; to include one or more forms, click Yes (see Figure 3). If you are editing a form that already has a custom form(s) attached, you will be taken automatically to this step.



Figure 1: Manage Custom Downloads Link on Search Results Page

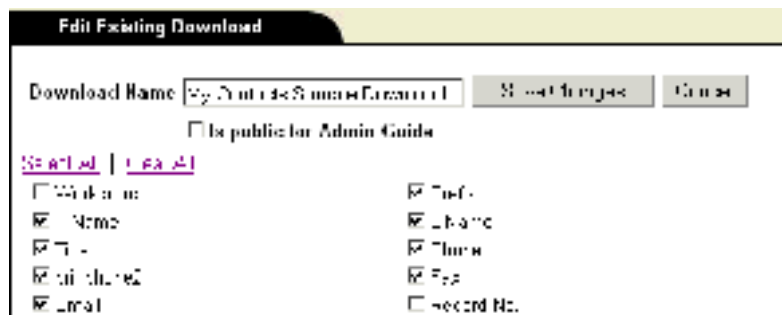


Figure 2: Edit Custom Download Window



Figure 3: Select Yes to Include Custom Forms in Download Template



Figure 4: Select Forms and Click Retrieve

Select custom forms and related questions to include in download template: The Select Additional Download Fields Window will display all forms available for download. Click the checkbox for the form(s) you wish to include and then click the Retrieve Selected Forms button (see Figure 4). The selected forms, including all questions for each form will display in the area below (see Figure 5). Select the questions you wish to include in your download and, when finished, be sure to click the **Save Changes** button at the top of the window to save the custom forms settings for this download template (see Figure 5). After clicking changes, the new/edited template, including custom forms, will be immediately available for use when downloading search results, including in the "Download Search" drop-down list available on any search results page (see Figure 6).

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Figure 5: Select Questions to Include From Custom Forms