

TOP TIPS FOR SEARCHING ONLINE

This document gives you top tips on how to use our website's new search function. If there is anything else you need help with, relating to search, or you have any questions about how to use the search tool, please email us at communications@elexon.co.uk.

USING QUOTATION MARKS TO SEARCH

Putting quotation marks around your search terms can be a better way to get the answers you are looking for. For example, a search for *balancing settlement code* matches any page that mentions balancing, settlement and the word code. A search for "**balancing settlement code**" only returns content mentioning the exact phrase "balancing settlement code".

SEARCHING FOR MODIFICATION AND CHANGE DOCUMENTS

Our new search tool enables you to find the most up-to-date documents when you're looking for a Balancing Settlement Code Procedure (BSCP), Change Proposal (CP), Modification (P) or Code of Practice (COP). For example, if you search for '**P300**', the first result will be the P300 page with all its associated documents. A plus (+) symbol appears below the page title, indicating that there are multiple documents relating to this Modification. If you click on the + symbol, this displays a drop down list of all the documents and changes relating to P300.

A search for '**COP 4**' or '**Scottish S5**' brings up the corresponding Code of Practice.



When searching for COPs, remember to put a space between the COP and the number so it doesn't read 'cop4'.

Similarly a search for '**BSCP514**' will bring up the latest version of the document along with its related BSCP form.

VIEWING YOUR RESULTS WITH READING LIST AND PREVIEW

Reading List

This feature allows you to 'save' documents to view and retrieve later. Each result has a small 'pin' icon next to it. Once you click on it, it is added to the Reading List results. The pin then changes to a **cross (X)**, allowing you to clear the results once you've finished viewing them.



There is just a small browser compatibility issue. Reading List does not work in Internet Explorer 8. It works in all newer versions of Internet Explorer and all other browsers, Google Chrome, Mozilla Firefox etc. So if your default browser is Internet Explorer 8 and you have access to another browser, just remember to copy and paste the link into your secondary browser and you're good to go!

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Preview 

This feature allows you to see a document before opening or downloading it, a little like the Amazon 'look inside' feature. It's easy to use – all you need to do is click the 'Preview' link which appears next to each PDF document in your list of search results. By clicking on this link, a new window appears displaying your PDF document.

REFINING SEARCH BY DOCUMENT FORMAT

REFINE SEARCH

Document Format

- PDF (4,809)
- DOC (120)
- XLS (81)
- PPT (10)

This feature allows you to filter documents from a specific format i.e. PDF, Microsoft Word (DOC), Microsoft Excel (XLS) and Microsoft PowerPoint (PPT).

On the right hand side of your search screen, you will see a set of filters labelled '**Refine Search**'. By checking one of these boxes, and selecting a document format, displays results that are published in your selected format.

You can select multiple formats and the filter also tells you the number of documents that are associated with each format.

USING AUTO COMPLETE

Find information quickly by seeing search predictions that are similar to what you might be looking for. As you type in the search box, the auto complete kicks in after the third character. For example, if you type BSC, you will see examples of other popular BSC-related searches.

SEARCH HELP

Spelling and Synonym

This feature will provide suggestions where applicable. If you spell something incorrectly, search results may appear, but this message will appear at the top of your list of results:

Your query has been expanded to:

This means it will hopefully bring up items or documents that still relate to what you're looking for.

Flyout

Can't find what you're looking for? 



Send us your search term and what you were trying to find

Still can't find what you're looking for? A 'pop-up' message appears at the bottom of the search page which prompts you to email a search query if you can't find the content you are looking for.

We hope you find this useful, but we always welcome your feedback. Tell us what you think by emailing us at communications@elexon.co.uk.